

# Message Board User Guide

## Break Apart Letter Sets

- Letter Sheets are pre-scored.
- Bend Letter Sheets back and forth along score lines to separate letters.
- Remove letters as needed.
- Scissors or cutting tools are not needed.

## Lettering Message Board Face

- Insert bottom edge of letter in tracks keeping letter flat against track.  
***Avoid inserting the corner of the letters as this may cut the tape holding the track.***
- Spell out message and arrange words.
- Flex or bow letter and place top edge under the top track.  
***Do not slide letters as this may cut the tape holding the tracks to the panel.***
- Arrange letters on second side of sign panel following above directions.
- To remove letters simply bow the letter to release from top track.

## Large Numbers and Headers

- 8" numbers and **SALE/Special** headers are meant to jump 1 track.
- Use headers to replace any 2 lines of copy.

## Helpful Hints

- Keep message short and simple. It's okay to have blank lines.
- Change message and layout on a regular basis.
- Have a lot to say? Try putting a different message on each side of sign panel.
- Use large and small numbers for easy to read 2-tier pricing:

**\$14<sup>95</sup>**

- Combine words with headers for added impact:

**CLEARANCE  
SALE**

- Clean periodically with soap and water. Do not use an abrasive cleaner.