

Personalisation Guide

A training Handbook for
personalisation of Polar X Ornaments



Preperation:

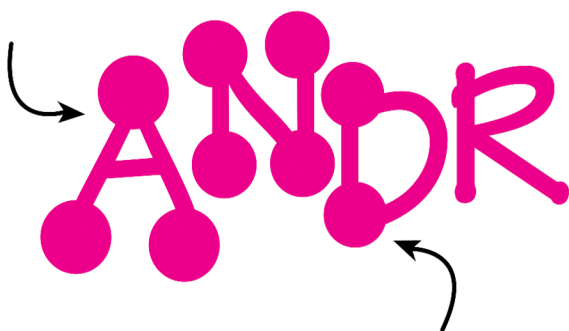
Prepare the Ornaments before beginning to personalise. Use a clean paper towel to remove any dust or grease from the ornaments through handling in the store. Spray the Windex on a paper towel and gently wipe the area to be lettered. It will not hurt the area with the painted design as long as you don't scrub too hard.

Step 1: Identify the spot where you will be writing the name. Analyse how much space you have and how many letters you need to fit the space. This will give you an idea of how close together to space your letters and what size to make them.

Step 2: Write your letters, staggering them up and down as you go. This allows you to fit more letters into a small space and also prevents you from having to keep your letters perfectly straight. Add balls on each letters before writing the next letter for the best results and spacing.

Example:

Stagger Letters Up & Down



Add the balls to each letter before forming the next letter to insure correct spacing and to avoid dragging your hand through wet paint.

Alphabet Examples:

Uppercase

A B C D E
F G H I J
K L M N O
P Q R S
T U V W
X Y Z

Uppercase With Ball

A B C D E
F G H I J
K L M N O
P Q R S
T U V W
X Y Z

Lowercase Alphabet

a b c d e
f g h i j
k l m n
o p q r
s t u v
w x y z

Lowercase with ball

a b c d e
f g h i j
k l m n
o p q r
s t u v
w x y z

Tricks, Tips and Troubleshooting for Personalising

Above all else . . . be confident! Spend a bit of time practicing and you will see how easy it is to personalise using markers. Your customers will be more at ease and accepting of your work if you come across with confidence.

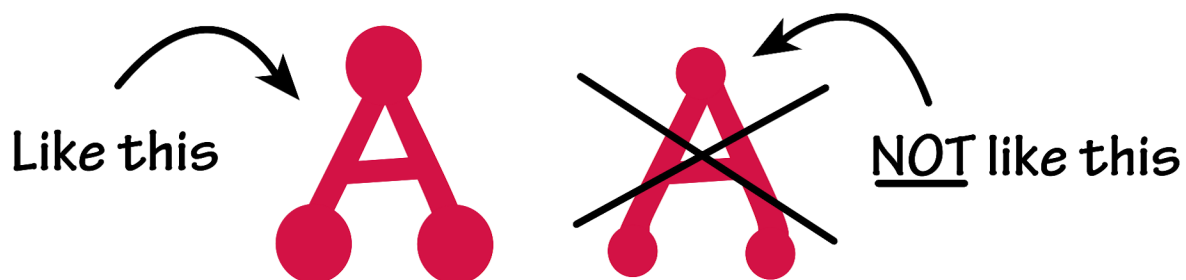
As you are just learning, you may feel more at ease if the customer is not standing over you watching you personalise.

Tell them that it will take some time to personalise and a few minutes to thoroughly dry. Then let them know when they can return to your area to pick up their finished item.

Suggest that they wander around, do a bit more shopping, find some wrapping paper if it is a gift or tell them where they can sit and wait. We can't stress this one enough . . . Don't skimp on the ball of your letters. Make them big and bold. Remember, you are relying on them to add fun and flair to your writing so **BE BOLD**. As you write letters, keep referring back to your first letter as a guide to keep your letter size consistent.

If spacing is a problem, be sure you are staggering your letters up and down. This allows you to fit the letters tighter together. If you have an especially tight spot, try using the lower case alphabet on the next page. Of course the first letter will still need to be in uppercase. Notice how the letters all fit together to conserve space.

Make the balls on your letters bold.



Below are examples of how to maximise your space on an ornament.

Upper Case only, not staggered:



Upper Case only and staggered:



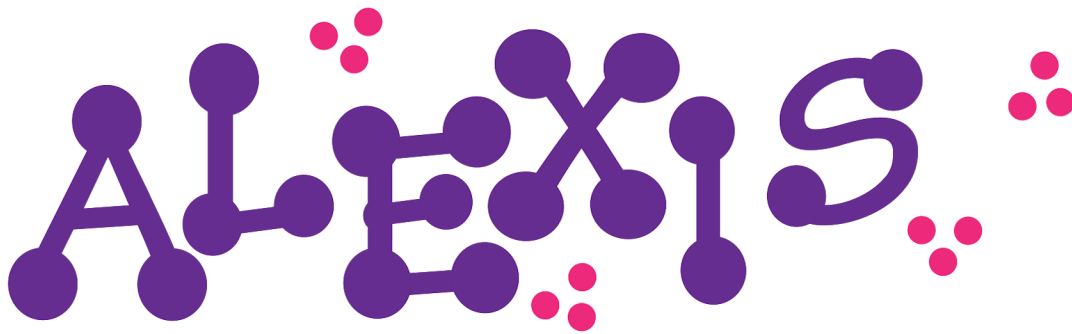
Upper/ Lower Case only and staggered:



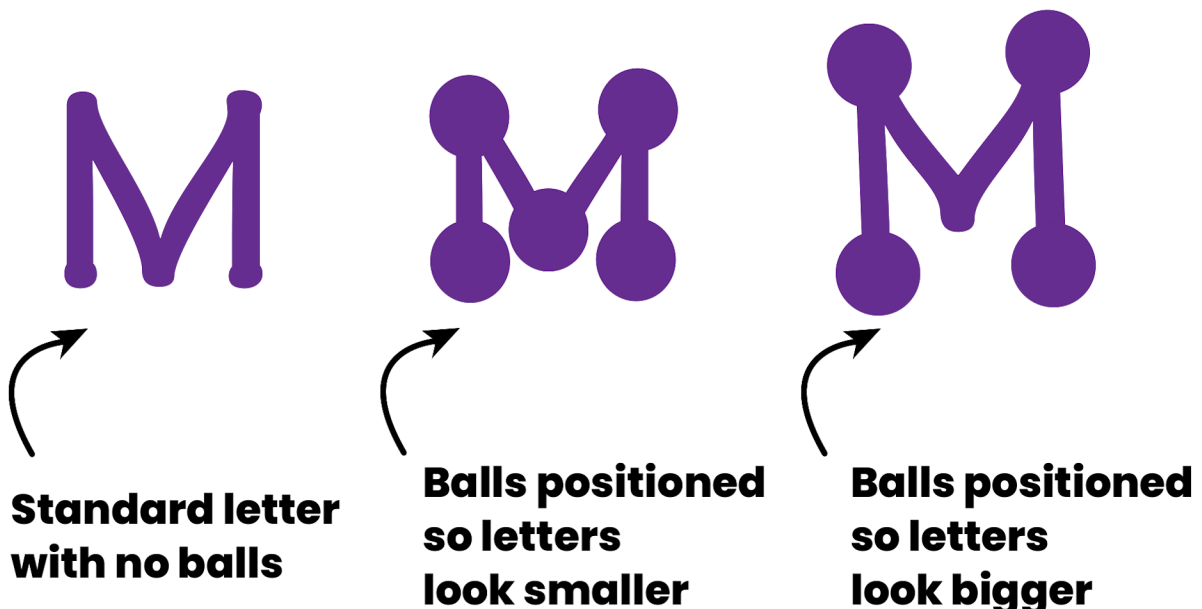
More about spacing

If you can see that the name you need to write on an item is going to fill the entire space provided, we suggest that you start as far left as possible to allow plenty of room to write the name.

It is better to have some space left at the end of the name than to run out of room and have to squeeze letters in or erase and start again. If you have extra room left and need to balance out the spacing use groupings of three dots to fill in the gaps and make the spacing seem more balanced.



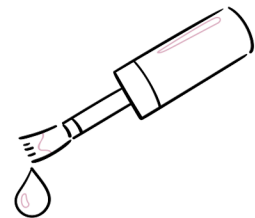
You can make a letter appear smaller or larger depending on where you position the balls.



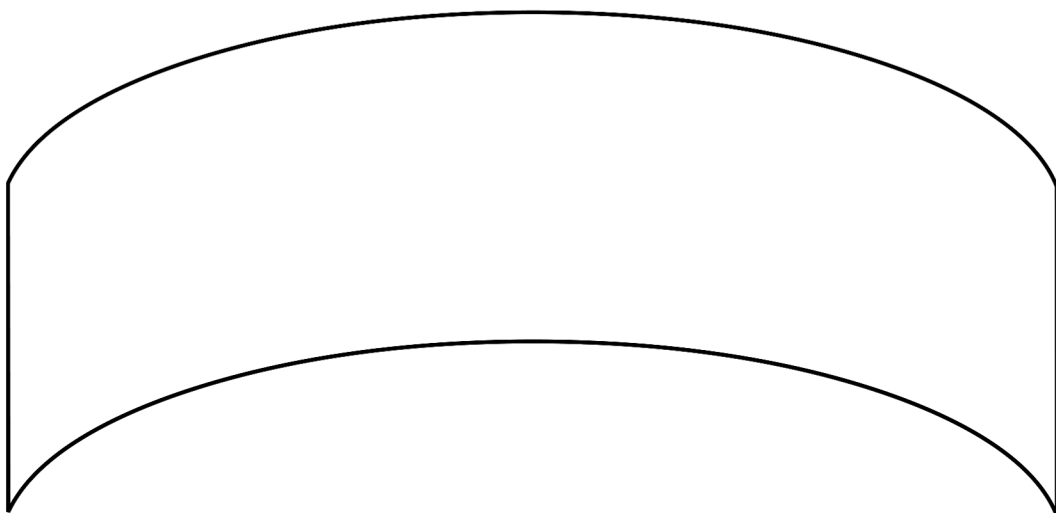
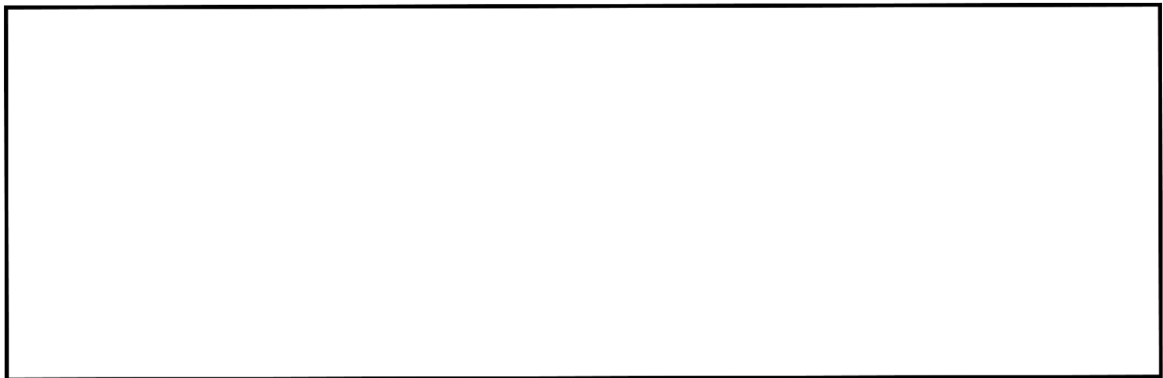
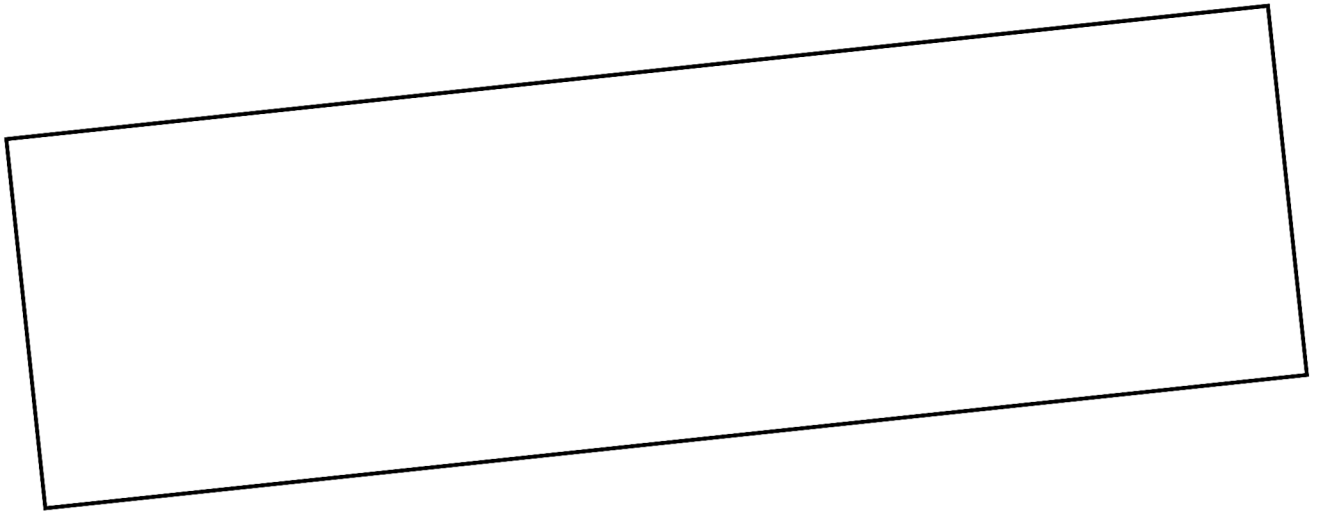
Correcting Mistakes

If the mistake is not too close to the existing design you can use a chemical product such as nail polish remover to remove the mistake using a cotton swab. Wet one end of the q-tip with the paint remover. It is best not to saturate the cotton swab because it could cause the paint remover to run into the painted areas of the item that you wish to remain intact.

Using the dampened swab, wipe the area of the mistake and repeat the process several times, taking the paint off in layers until it is completely clean. Allow at least 10 minutes for the surface to completely dry before reapplying the letter.



Here are a few practice templates. Due to our products are hand-painted the designs will vary slightly so please use this only as a guide for practice purposes.





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