



# GRAVOGRAPH NEW HERMES

## Window Signs

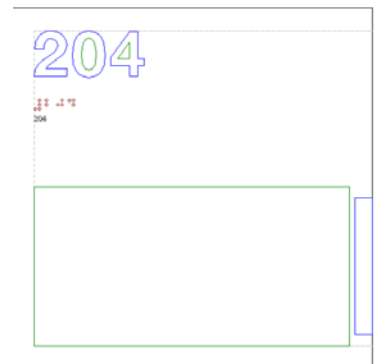
You can make a window sign by changing the contents of the material “sandwich.” Instead of a solid piece of 1/16” Gravo-Tac, you will need a piece of 1/32” clear, with no adhesive, and a piece of 1/32” in the background color of your choice, with adhesive. You will also need a piece of 1/32”, the same color as the background, without adhesive, to serve as a back plate.

1. Remove the protective covering from the front of the clear piece (the side with the word “Gravo-Tac” on it). Adhere the piece with adhesive to this face. If the clear piece has a grain, orient the pieces so the grain will be horizontal on the finished sign.

### Hint

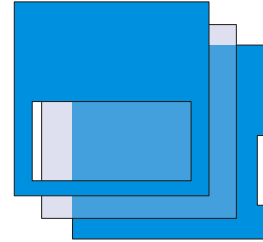
First laminate the two pieces together, and then cut to the final size, so the edges will be even. If you are doing many signs, you can use a laminating roller and put two full sheets together.

2. Lay out the window on the computer. Windows are usually rectangular, though they can be any shape. Make sure the window is centered left-to-right on the material, so the borders will be even. Try to keep the window’s dimensions to a whole or half number of inches, because it will be easier for the end user to cut paper inserts for it.
3. Cut the window using the same procedure used for tactile lettering. Weed the window right away, but do it carefully. Clear Gravo-Tac can turn white if it is bent at too sharp of an angle.



4. You can now add Raster Braille and/or tactile lettering to the space above or below the window.

5. Now, you need to make a back plate for the sign. Cut your piece of 1/32" colored material without adhesive to the same overall size as the sign face. On the computer, draw a rectangle on the right side of the material for a finger grab to allow the paper insert to be removed. Make the finger grab about 3/8" wide and 1/2" shorter than the window on both ends. Center it vertically on the window. Use a cutting bed when cutting out the finger grab notch.



6. Using a Raster Braille cutter, cut out the finger grab, cutting at a depth of about 0.035". You want a clean cut, but you don't want to go too deep into the cutting bed. The exact depth isn't critical, as long as you cut all the way through the back plate. (By using a Braille cutter, which is a "parallel" cutter, you get a straight-sided notch. You can also use the .010 Profile cutter, but the notch will have a bevel to it.)
7. Remove the protective covering from the back of the clear piece, and add strips of 1/32" thick foam double-sided tape to the back. Place a strip about 1/8" directly above and below the window, and a strip at the very top and bottom of the sign.

### Note

If you added Braille to the sign, and used clear Raster Beads, be careful not to apply tape to the area behind the Braille. The white tape will show through the clear Raster Beads and make them look white.

8. Remove the liners from the tape strips, and attach the face to the back plate, making sure it's square, and the back plate is face up and facing the right direction.