

DTA Responsive Behaviours Quick Reference Cards - Lanyard Cards

Self-print instructions

The DTA Quick Reference Cards (Lanyard cards and Flip Cards) may be printed without alteration for in-house use only. They are not to be distributed, edited or altered in any way without the permission of the Dementia Training Australia.

Printing the cards

- Print on white, A4 paper
- Set printer to: colour, single-side (Do NOT set to fit to page)

What you will need

- Paper trimmer or guillotine
- Scissors
- Hole punch - rectangular or round
- Glue stick
- Laminator

1. Print the required number of Lanyard Card templates as described in **Printing the cards** above.
2. Fold A4 page in half making a crease along the **Fold** line
3. Use paper trimmer or guillotine to cut out cards
4. Dot a small amount of glue on the outer edges to hold sides together
5. Trim corners to a rounded shape, following outline of card
6. Laminate the cards
7. Trim laminated corners to a rounded shape
8. Punch hole for lanyard clip using the dotted line as a guide

