

## INVITATION PRINTING INSTRUCTIONS

1. Open your word processing software.
2. Adjust your document size to match your invitation: 4" x 6". Set all document margins as indicated on the Test Sheet (see reverse).
3. Select a font and type your wording. Adjust the font and size as desired. (See wording and layout sample below). Run spell check.
4. Preview your invitation with the print preview option.
5. Photocopy the Test Sheet located on the reverse side of this sheet if you would like to have multiple copies.
6. Place the Test Sheet in the manual feed tray on your printer.
7. Print one copy on the Test Sheet to verify that the wording is positioned correctly. Make any necessary revisions or changes.
8. Print your invitations, assemble and mail.

## INVITATION ASSEMBLY INSTRUCTIONS

Place the printed vellum invitation on top of the patterned cardstock sheet, carefully aligning the holes at the top.

***Tying a traditional bow:*** Insert each end of a length of ribbon through the pre-drilled holes so that the ends are extended towards the front of the invitation. With the left side of the ribbon, create a loop and hold it in your left hand with your thumb and forefinger. Wrap the right side ribbon end around the ribbon loop and your thumb. Push a second ribbon loop from the right side end through the hole created by your thumb. Pull left and right side loops taught and trim any excess ribbon.

***For a perfect knot:*** Insert each end of a length of ribbon through the pre-drilled holes, front to back. From the back side, take the right ribbon end and thread up through the left hole. Now, take the left ribbon end and thread up through the right hole. Pull the ends taught and trim any excess ribbon.

The assembled invitation is inserted into the envelope with the front facing toward you. Insert the response card face up under the flap of the response envelope. Insert the response card set behind the invitation facing toward you.



TOP MARGIN 1.5"

INVITATION TEST SHEET

SHEET SIZE: 4" X 6"

LEFT MARGIN .5"

*Use this sheet to test print your invitation.  
For multiple tests, make copies of this sheet before use.*

RIGHT MARGIN .5"

BOTTOM MARGIN .5"