

THE WEDDING STUDIO

BY ANNA GRIFFIN

INVITATION PRINTING INSTRUCTIONS

1. Open your word processing software.
2. Adjust your document size to match your invitation: 4.5" x 7" for vellum overlay invitations or, 4.75" x 6.75" for your response card. Set all document margins as indicated on your Test Sheet.
3. Select a font and type your wording. Adjust the font and size as desired. (See wording and layout samples on the reverse of this sheet). Run spell check.
4. Preview your invitation or response card with the print preview option.
5. Place the enclosed Test Sheet in the manual feed tray on your printer.
6. Print one copy on the enclosed Test Sheet to verify that the wording is positioned correctly. Make any necessary revisions or changes.
7. Print your invitations, assemble and mail.

INVITATION ASSEMBLY INSTRUCTIONS

For vellum overlay invitations: Place the printed, vellum invitation on top of a patterned cardstock sheet, carefully aligning the holes at top. Insert each end of a length of ribbon through one of the holes. From the back side, take the right streamer and thread up through the left hole. Now, take the left streamer and thread up through the right hole. Pull the ends taught and trim any excess.

The invitations and response cards are inserted into the large envelope in size order with the invitation first. Next, the response envelope is placed face down on top of the invitation, with the response card facing up, under its flap.

Wedding invitations should be mailed 4-6 weeks prior to the wedding. Invitations usually incur extra postage because of their weight. Prior to mailing, take the finished invitations to the Post Office and weigh to determine postage.

Add a finishing touch to your event by using the coordinating place cards, thank you notes and stickers/seals.

Compatible with most home and office laser printers. Please refer to your printer's instruction manual for more information.

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