

## PROGRAM PRINTING INSTRUCTIONS

1. Open your word processing software.
2. Adjust your document size to match your program size: 3.75" x 8.5". 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 program with the print preview option.
5. Photocopy the Test Sheet if you would like to have multiple copies.
6. Place the enclosed Test Sheet in the manual feed tray on your printer.
7. Print one copy on the enclosed Test Sheet to verify that the wording is positioned correctly. Make any necessary revisions or changes.
8. Print your programs.

## PROGRAM ASSEMBLY INSTRUCTIONS

Print the first page of your programs by following the instructions above. Repeat the steps to print the remaining pages. When printing is complete, stack the pages in order.

Insert each end of a length of ribbon through one of the holes on the printed invitation working from the front side to the back. 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.



TOP MARGIN 1.25"

LEFT MARGIN .375"

PROGRAM TEST SHEET

PROGRAM SIZE: 3.75" x 8.5"

TEXT BOX SIZE: 3" x 3.75"

Use this sheet to test print your program.

For multiple tests, make copies  
of this sheet before use.

RIGHT MARGIN .375"

BOTTOM MARGIN 3.5"

