

## INVITATION PRINTING INSTRUCTIONS

1. Open your word processing software.
2. Adjust your document size to match your invitation:  
3.75" x 6.25" for invitations (Item No. TW123); 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 sample enclosed). Run spell check.
4. Preview your invitation or response card with the print preview option.
5. Photocopy the Test Sheet 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 invitation on top of patterned cardstock sheet, carefully aligning the holes at the top. Insert each end of a length of ribbon through one of the holes 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.

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.



TOP MARGIN .75"

## INVITATION TEST SHEET

INVITATION SHEET SIZE: 3.75" x 6.25"

Use this sheet to test print your invitation cards.

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

TEXT BOX SIZE: 2.75" x 5"

LEFT MARGIN .5"

RIGHT MARGIN .5"

BOTTOM MARGIN .5"