

## TAG PRINTING INSTRUCTIONS

1. Open your word processing software.
2. Adjust your document size to match your tag sheet: 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 tags and assemble.

## TAG ASSEMBLY INSTRUCTIONS

Tags can be used in many ways. Tie them onto your invitation with a ribbon, hang them on a bridesmaid gift, or attach them to favors at the reception. Print them with your names, your monogram or even the wedding date.

When tying your tag onto the invitation, thread one end of the ribbon up through the tag hole. Then tie a knot or bow, making sure the tag remains facing forward.

# TAG TEST SHEET: 4" X 6"

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

TAG 1  
TEXT BOX SIZE:  
1.125"x 1"

TAG 2  
TEXT BOX SIZE:  
1.125"x 1"

TAG 3  
TEXT BOX SIZE:  
1.125"x 1"

TAG 4  
TEXT BOX SIZE:  
1.125"x 1"

TAG 5  
TEXT BOX SIZE:  
1.125"x 1"

TAG 6  
TEXT BOX SIZE:  
1.125"x 1"