

Download Adobe Reader free at [get.adobe.com/reader](http://get.adobe.com/reader)

For Adobe Reader PDF Templates – To edit text size, font, & color in Adobe Reader select View < Toolbars < Properties Bar. To Print: select File < Print. Be sure that Page Scaling is NONE, and Comments and Forms is set to DOCUMENT.

For Microsoft® Word templates – If the template looks like a blank page, select Table < Show Gridlines to view the layout.

For Pages templates – If the template looks like a blank page select View < Show Layout to view the template layout.

## FILE FOLDER LABELS \*

TO USE AS RETURN ADDRESS LABELS:

*for Microsoft Word*

1. Open a new document.
2. Go to TOOLS < LABELS.
3. Type in your address.
4. Select label type 5160 address.

*for Apple Address Book*

1. Open Address Book application.
2. Select your address.
3. Go to FILE < PRINT
4. Choose STYLE < Mailing Labels. Choose Avery Standard 5160.

TO USE AS ENVELOPE ADDRESS LABELS

*for Microsoft Word*

1. Open the template you downloaded at [paper-source.com](http://paper-source.com)
2. Copy and Paste your addresses into each field.

*for Apple Address Book*

1. Open Address Book application.
2. Select the addresses or group you would like to print.
3. Go to FILE < PRINT
4. Choose STYLE < Mailing Labels. Choose Avery Standard 5160.

## ALL OTHER 8.5" x 11" LABELS \*

*Download Adobe Reader free at [get.adobe.com/reader](http://get.adobe.com/reader)*

1. Open the template you downloaded at [paper-source.com](http://paper-source.com)
2. Copy and Paste your information into each field.

*for Microsoft Word & Apple Pages / iWork*

1. Open the template you downloaded at [paper-source.com](http://paper-source.com)
2. Copy and Paste your information into each field.

## FOLDING PLACE CARDS \*

*Download Adobe Reader free at [get.adobe.com/reader](http://get.adobe.com/reader)*

1. Open the template you downloaded at [paper-source.com](http://paper-source.com)
2. Copy and Paste your information into each field. (text only)

*for Microsoft Word / Apple Pages*

1. Open the template you downloaded at [paper-source.com](http://paper-source.com)
2. Copy and Paste your information into each field.

## BUSINESS CARDS \*

*Download Adobe Reader free at [get.adobe.com/reader](http://get.adobe.com/reader)*

1. Open the template you downloaded at [paper-source.com](http://paper-source.com)
2. Copy and Paste your information into each field. (text only)

*for Microsoft Word / Apple Pages*

1. Open the template you downloaded at [paper-source.com](http://paper-source.com)
2. Copy and Paste your information into each field.

## PRINTABLE INVITATIONS

*for Microsoft Word / Apple Pages*

1. Open the template you downloaded at [paper-source.com](http://paper-source.com)
2. Enter your information.