PAPER SOURCE™
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Download Adobe Reader free at get/adobe.com/reader

Print at Home Template GUIDELINES

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 Mircosoft 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 Mircosoft Word
1. Open the template you downloaded at 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
1. Open the template you downloaded at paper-source.com
2. Copy and Paste your information into each field.

for Mircosoft Word & Apple Pages / iWork
1. Open the template you downloaded at paper-source.com
2. Copy and Paste your information into each field.

FOLDING PLACE CARDS *

Download Adobe Reader free at get/adobe.com/reader
1. Open the template you downloaded at paper-source.com
2. Copy and Paste your information into each field. (text only)

for Mircosoft Word / Apple Pages
1. Open the template you downloaded at paper-source.com
2. Copy and Paste your information into each field.

BUSINESS CARDS *

Download Adobe Reader free at get/adobe.com/reader
1. Open the template you downloaded at paper-source.com
2. Copy and Paste your information into each field. (text only)

for Mircosoft Word / Apple Pages
1. Open the template you downloaded at paper-source.com
2. Copy and Paste your information into each field.

PRINTABLE INVITATIONS

for Mircosoft Word / Apple Pages
1. Open the template you downloaded at paper-source.com
2. Enter your information.

* Photoshop, Indesign, and Illustrator compatible templates also available at Paper-Source.com