

Tea forté®

Favor Labels

~ PERSONALIZE EVERY OCCASION ~

75 WHITE LABELS

1.85 in x 2.44 in

Personalize your Tea Forté Favors with these elegant labels. Made from a lightly textured adhesive paper, they are easy to print on both inkjet and laser printers. Visit teaforte.com/favors for detailed instructions.

Printing Tips:

- Refer to your printer manual for loading and feeding recommendations. Many printers have special instructions or loading labels.
- Before you print onto a label sheet, first print a test onto the layout guide to ensure that the labels are correctly aligned. Slight adjustments may be necessary.
- Do not bend the corners of the labels sheets.
- For best results, let ink dry completely (about 3-5 minutes) before removing labels from the sheet.
- Store unused label sheets flat in a cool, dry place.
- **Warning: If you are using a laser printer, do not pass labels through the printer more than once.** This can generate heat that may cause labels to peel off and damage or jam the printer.

Create Labels Using the "Personalize My Favors" page at teaforte.com/favors

- Visit teaforte.com/favors.
- Download and print an extra layout guide.
- Fill in Line 1 on the form with desired text.
- Fill in Line 2 on the form with desired text. (*Optional)
- Choose a font from the drop down menu.
- If you are happy with the "look" of the label, press the submit button. This will open a PDF version of your labels. (Acrobat Reader is available as a free download at www.adobe.com/reader). You will print from this PDF.
- The program will automatically replicate the design for all 15 labels on the sheet.
- **Save this pdf to your desktop and re-open before printing. This will ensure that your document prints correctly.**

Create Labels Using the optional mircrosoft word template

- Visit teaforte.com/favors.
- Download template and open with microsoft word.
- Click in the center of the first label and type desired content. Continue for each additional label.
- Be sure to type information for each label in succession to print full sheet (will not automatically replicate).

Printing a Test Sheet

- Using pdf or word template, print onto the layout guide using your computer's standard letter paper settings.
- **Under printer settings, be sure to uncheck "shrink to fit" or "fit to printable area." The pdf should be printed at 100% scale.**
- Review the printout to ensure that the document printed on the correct side and is evenly spaced within the rectangles.
- If your test was misaligned, additional print layout guides are available on our website. Print layout guide onto plain white paper, adjust template or printer settings as necessary and retry.
- When you are pleased with the printing results, continue on to Printing Favor Labels.

Printing Favor Labels

- Correctly load one sheet of provided label paper so that your labels will print in the designated rectangles.
- Using the same settings as the successful test print, print pdf or word template onto favor labels.
- If your label sheet was not pulled through the printer, try using the manual feed tray.
- For best results, let ink dry completely (about 3-5 mintues) before removing labels from the sheet.

Adhering Favor Labels

- Carefully peel dried label. Center on back panel of your Tea Forté wedding favor. Press lightly to adhere.