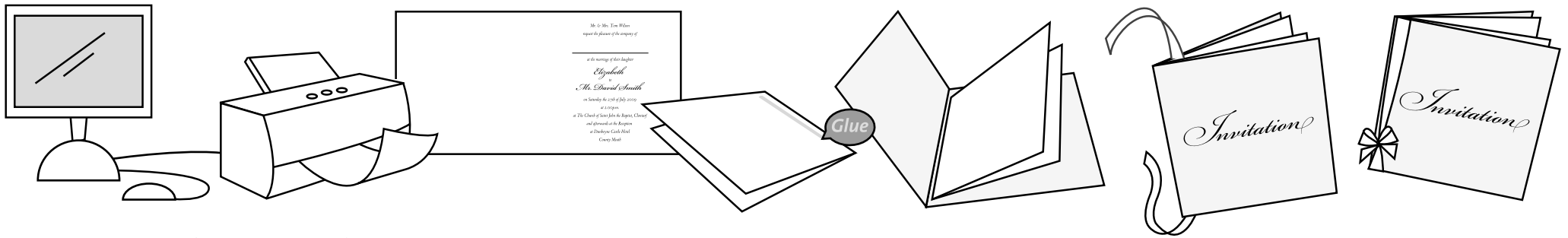


# PRINT YOUR OWN *Evening invitations*

*Matching items...*  
R.S.V.P CARDS  
DAY INVITATIONS  
CEREMONY BOOKLETS  
THANK YOU CARDS  
PLACE CARDS



**Step 1.** Download the 'Evening Invitation' template from [www.loveletters.ie](http://www.loveletters.ie).

**Step 2.** Customise the template using your own details, for help see the Wording Section on our website.

**Step 3.** Print off a copy on normal A4 and check all the spelling, dates, names etc. are correct before you print them all!

**Step 4.** Load the first test sheet into your printer, as this is not A4 use the manual feed tray and adjust the side paper tray guides to fit the paper.

**Step 5.** In word press PRINT > PROPERTIES > PAPER/QUALITY. In the PAPER SIZE section click CUSTOM.

NAME = 'my invite' WIDTH = 115 LENGTH = 240 UNITS = Millimeters In the PAPER SOURCE choose Manual Feed Tray 1. And finally click OK and Print.

(These instructions may vary depending on the printer interface on your PC.)

**Tip!** Always make up one invitation completely before you print them all as you may find you need to make some small adjustments as printer setups vary.

**Step 6.** Once you have finished printing, fold all the insert sheets in half. Line two corners up and press the crease with a folding stick or the back of your nail.

**Step 7.** Run a line of glue along the back of the inserts beside the crease and stick them into the covers, making sure they are centered.

**Step 8.** For an organza bow cut your ribbon down to 50cm lengths, if doing a satin knot cut your ribbon down to 40cm lengths.

Tie the ribbon around the fold, do a double knot first to hold the ribbon in place and then tie the bow.

**Step 9.** Trim the ribbon at an angle to avoid fraying.

*Adding Ribbon...* 1 ROLL OF RIBBON WILL BE ENOUGH TO TIE 35 EVENING INVITATIONS. (E.G. IF YOU HAVE 100 INVITES, BUY 3 ROLLS OF RIBBON)



DESIGNED, PRINTED & PACKAGED IN IRELAND.  
MADE FROM TREES GROWN IN SUSTAINABLE FORESTS.

LOVE LETTERS  
WEDDING STATIONERY   
[www.loveletters.ie](http://www.loveletters.ie)

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