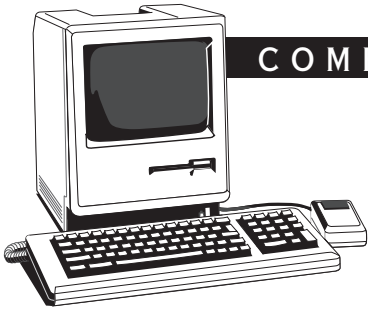


# EASY TO FOLLOW INSTRUCTIONS

Using the Labeling System you can make personalized labels that look professionally produced! The enclosed designer labels are suitable for both laser and ink jet printers, can be used with typewriters, and work just as well with calligraphy and hand-written notations. Please follow the appropriate instructions below for all label sheets:



## COMPUTER PRINTING

1a) **USING FRAMES:** Create the first label frame by using the supplied measurements for the width and height of the label. Position this frame in the upper right corner by using the outer margin measurements for top and left. When you have completely finished designing this label, copy this frame and set in the next label position. Determine new top and left positioning by adding the measurements of the outer margins, label widths and label lengths as applicable. Continue copying and positioning until all of the label areas are filled.

1b) **USING TABS:** Set outer margins as per the outer margin measurements on the supplied template. Measure out from the left to where you wish the script to begin within each horizontal row of the labels, and set tabs on those measurements.

2) You can type over the entire label area, or choose a specific space within. Get creative with different types and sizes of fonts. Incorporate clip art or graphics, or scan in pictures. You can also "reverse print" with some graphics programs, printing a black background with white lettering. Print both horizontal and vertical text onto the same label by printing first in portrait or landscape frame, then switching for a second printing of the label.

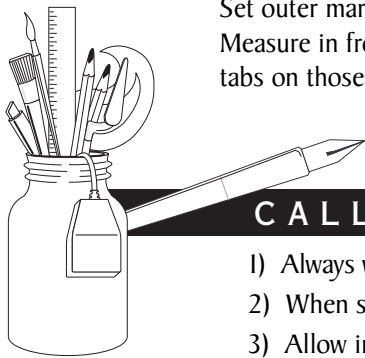
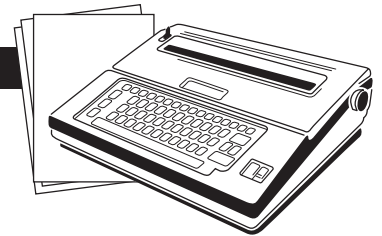
3) Before printing onto the actual label, print first onto a blank piece of paper and hold it up against the template to make sure everything is properly aligned. You can also photocopy the template and do an initial print onto this sheet. This will enable make any adjustments before you print onto the actual labels.

**NOTE:** When using laser printers, always print a complete sheet of labels at a time. If one or more labels have been removed, the adhesive combined with exposed labedges may cause another label to come off in the printer.

**SPECIAL NOTE:** For laser printers, please check the original manufacturers operating manual to see if there are any limitations in using foil. High heat may cause the labels to detach within the printer in some cases.

## TYPEWRITER

Set outer margins as per the outer margin measurements on the supplied template. Measure in from the left to where you wish the script to begin within the labels, and set tabs on those measurements. Now, type away!



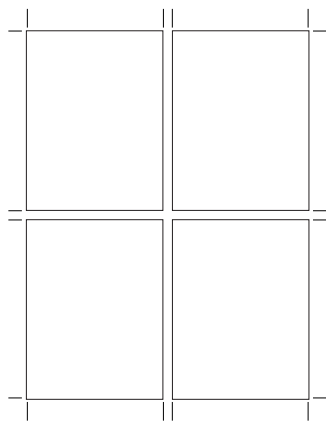
## CALLIGRAPHY AND HANDWRITING

- 1) Always work on a smooth, flat surface.
- 2) When scripting your message, work from the left labels first to avoid smudging or smearing the ink.
- 3) Allow ink to fully dry before application.

## LABEL APPLICATION

- 1) Make sure the bottles are clean and dry, and at room temperature.
- 2) To align labels, lay bottles on a striped towel or with a ruler beside as a guideline. Or lay the bottle on your knees straight in front of you.
- 3) Peel the labels off slowly so you don't rip them.
- 4) After lightly placing the label, smooth it from the centre up and down, and then to the left and right.
- 5) After labeling, let bottles sit at room temperature for 12-24 hours. This will allow the label adhesive to set on the bottle, and prevent labels from wrinkling.

# EASY TO FOLLOW INSTRUCTIONS



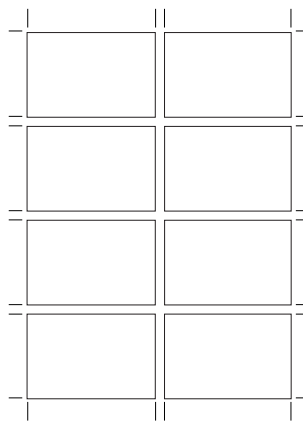
**PORTRAIT ORIENTATION  
(4 LABEL SHEET)**

## PORTRAIT (4 LABEL SHEET):

Top/Bottom margins: 5/8" or 16mm  
 Right/Left side margins: 1/2" or 13mm  
 Gutter widths: 1/4" or 6.5mm  
 Label width (4/sht): 3-5/8 or 93mm  
 Label height (4/sht): 4-3/4" or 121mm

## LANDSCAPE (4 LABEL SHEET):

Top/Bottom margins: 1/2" or 13mm  
 Right/Left side margins: 5/8" or 16mm  
 Gutter widths: 1/4" or 6.5mm  
 Label width (4/sht): 4-3/4" or 121mm  
 Label height (4/sht): 3-5/8 or 98mm



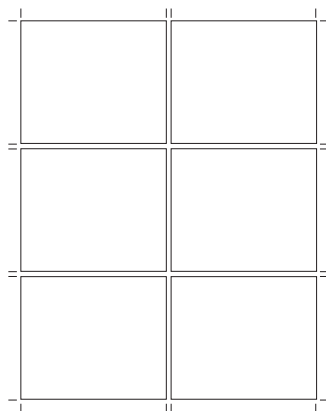
**1/2 SIZE LANDSCAPE  
ORIENTATION (8 LABEL SHEET)**

## PORTRAIT (8 LABEL SHEET):

Top/Bottom margins: 11/16" or 14.3mm  
 Right/Left side margins: 9/16" or 14.3mm  
 Gutter widths: 1/4" or 6.5mm  
 Label width (4/sht): 3-7/16" or 87.38mm  
 Label height (4/sht): 2-1/4" or 57.15mm

## LANDSCAPE (8 LABEL SHEET):

Top/Bottom margins: 9/16" or 14.3mm  
 Right/Left side margins: 11/16" or 17.5mm  
 Gutter widths: 1/4" or 6.5mm  
 Label width (4/sht) 2-1/4" or 57.15mm  
 Label height (4/sht): 3-7/16" or 87.38mm



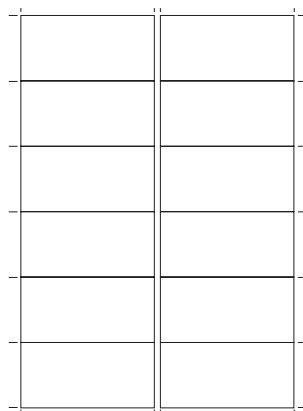
**LANDSCAPE ORIENTATION  
(6 LABEL SHEET)**

## PORTRAIT (6 LABEL SHEET):

Top margins: 15/32" or 11.6mm  
 Bottom margins: 1/4" or 6.35mm  
 Right/Left side margins: 1/4" or 6.35mm  
 Gutter widths: 1/8" or 3mm  
 Label width (6/sht): 3-11/32 or 85mm  
 Label height (6/sht): 3-15/16" or 100mm

## LANDSCAPE (6 LABEL SHEET):

Top margins: 15/32" or 11.6mm  
 Bottom margins: 1/4" or 6.35mm  
 Right/Left side margins: 1/4" or 6.35mm  
 Gutter widths: 1/8" or 3mm  
 Label width (6/sht): 3-15/16" or 100mm  
 Label height (6/sht): 3-11/32 or 85mm



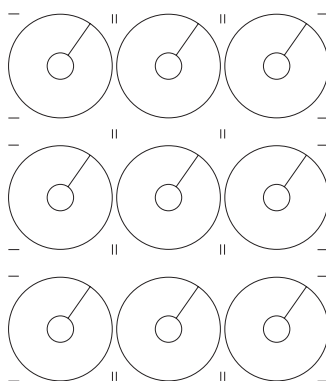
**FRUIT/ICE WINE LANDSCAPE  
ORIENTATION (12 LABEL SHEET)**

## PORTRAIT (12 LABEL SHEET):

Top margins: .224" or 5.616mm  
 Bottom margins: .137" or 3.489mm  
 Right/Left side margins: .55" or 14mm  
 Gutter widths: 3/16" or 4mm  
 Label width (12/sht): 1.774" or 45.06mm  
 Label height (12/sht): 3.633" or 92.27mm

## LANDSCAPE (12 LABEL SHEET):

Top margins: .224" or 5.616mm  
 Bottom margins: .137" or 3.489mm  
 Right/Left side margins: .55" or 14mm  
 Gutter widths: 3/16" or 4mm  
 Label width (12/sht): 3.633" or 92.27mm  
 Label height (12/sht): 1.774" or 45.06mm



**WINE GLASS TAGS  
(9 LABEL SHEET)**

## GLASS TAGS (9 LABEL SHEET):

Top margins: 1" or 25.13mm  
 Bottom margins: .53" or 13.55mm  
 Right/Left side margins: 1/8" or 3mm  
 Vertical Gutter widths: .1" or 2.57mm  
 Horizontal Gutter widths: .7" or 17.87mm  
 Label width (9/sht): 2.68" or 68mm  
 Label height (9/sht): 2.68" or 68mm

## CLEAR LABELS FIXATIVE INSTRUCTIONS -

To permanently secure toner to clear polyester labels a high quality gloss art fixative is recommended.

- 1) Place surface to be sprayed in a flat position.
- 2) Hold can at a 45 degree angle 12 to 14 inches above the polyester label.
- 3) Spray from side to side starting at the bottom overlapping each stroke and proceed to the top.
- 4) Keep can in constant motion while spraying starting and stopping each stroke off the sheet
- 5) Apply a light damp even coating.
- 6) When dry, if not perfectly fixed, turn sheet 45 degrees and spray as before. A rough cut out mask may well be employed for spot fixative