

## *Formal How-To Guide* .....

We hope you've enjoyed the process thus far and continue to have a smooth DIY experience. Here are some tips to get you started. First, we highly recommend printing a test sheet before printing your entire collection to ensure your text placement and sizing is exactly how you want it. Below is a quick start guide. If you should need more help with printing, open and print out the [DIY How-To Guide.pdf](#) on your MonogramWedding.com DIY CD. Be creative and have fun!

*Step 1:* Insert your MonogramWedding.com DIY CD.

*Step 2:* Open the CD & locate the Formal folder.

*Step 3:* Inside the Formal folder there will be .doc files & .jpg files. The .doc files will be what you will want to open first. Select which card you would like to start with & then open that .doc file in your word processing program.

*Step 4:* Once the desired file opens, you can either edit the text or you can add the Formal design to your document to ensure that what you type will not print on top of the design. To add the design to your document you are going to need to add a watermark at 100% (not scaled).

*Step 5:* Once you have designed your Formal card and are ready to print turn off the watermark (failure to do so will print the gray-scaled graphic).

*Step 6:* File - Print. Make sure your printer settings are correct for the document size you are printing. This is the step we recommend printing a test sheet before you start printing on your actual cards.