

## Labels TVA HOW TO TIPS 04022017 to make 4.25 w x 3.5 ht Labels

NOTE: Paper and Label Dimensions are Width x Height, but Fine Artwork Dimensions are Height x Width

Customized Master Templates are created in WORD and in PAGES

Open the document in the matching Application

Mac users typically prefer Apple Pages PC users typically have Microsoft Word

Store your Master and make a Copy of it to Customize.

If Title does not fit on one line, shorten your title.

Should anything not fit on one line, abbreviate or delete it. (For instance remove the word Email.)

Should you want only one contact line, center a hyphen where the last line would be, samples follow.

Should a hyperlink make your text appear underlined or in color, change it to black

(there are many how-to tutorials on line as well as instructions in your applications' help menus)

Should a typeface setting be accidentally erased the Font is Helvetica Regular and the Point sizes are 18pt and 14pt (only)

Should your document not print as expected, try adjusting the commands to your printer

All measurements to be in Inches.

Print on Matte-White-Brochure-Flyer Paper found at Staples-Item-Number-12488, Thickness .8ml.

OR Matte White Card Stock Weight #110 lb.

Black ink only.

**TRIM: HOW TO CUT INTO 6 Equal units: 4.25x3.5 (4.25w x 3.5ht )**

1st cut horizontal: .5 off lowest edge: resulting Paper size 8.5x10.5

Keep cutting until 6 units are at 4.25x3.5

For consignment venues the last 2 or 3 lines would be trimmed off (drop lines indicated in first example, to be tested)

3 trim sizes:

Small 4.25x2.25 This label eliminates the website & contact-phone-email.

Medium 4.25x2.75 This label eliminates the phone & email, it is the style used at T&T (This & That)

Large Standard 4.25x3.5 This is the normal label with all information, it is the style used at Chamber of Commerce

How to Cut Medium or Small: First Trim to Large Standard Size, then cut bottom side to final size.

NOTE: For the Medium and Small Sizes you may notice irregular clearances due to natural toggle variations between various printers. In these instances use your discretion to make do. Keep the big white space at the top of each label and make clean cuts to the exact size by trimming a little off the top and/or bottom edges. (in all instances the first line is below a big margin, the last line nearly kisses the edge.)

Height x Width for 2D Height x Depth x Width for 3D

(Width x Height for Print, i.e. Paper and Labels)

Documents are titled as follows, the suffix is date prepared month-day-year, use most current file.

Your-Surname Forename-Initial Labels TVA Master Template Compatible2008WORD 03032017

or

Your-Surname Forename-Initial Labels TVA Master Template Pages 03032017

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Title

Height x Width, Medium

\$0

Your Name, Artist

www.YourDomain.com

To Purchase: youremail.com

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Title

Height x Width, Medium

\$0

Your Name, Artist

www.YourDomain.com

To Purchase Call/Text: ###-###-####

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