



Makers of Plate-A-Cup™

Party for the PEOPLE. Party for the PLANET.

Personalize Plate-A-Cup™ with a logo, picture, or statement

Label: #22830 Avery 2 1/2" round labels

Found at: Office stores, online

Design templates: <http://bit.ly/2zKroLH>



INSTRUCTIONS:

Tutorial can also be viewed on **YouTube** at:

<http://www.youtube.com/watch?v=NCEmame35es>

Note: Avery labels may change their format from time to time, so these instructions may not reflect the new format

1. Go to website: <http://bit.ly/2zKroLH>
2. Select blank template or predesigned templates
3. On the left under **"Images"**, select your image by clicking **"From My Computer"** or **"From Avery Gallery"**
4. Resize your image by dragging out borders
5. Add personal message by clicking on **"Text"** on the left side. You can either add text in a straight line or in a circular display by clicking one of the options. Position your text by dragging the borders of the Text Box. Leave about 1/8 of blank space at the top and bottom portion.
6. At the top right corner of screen click the green **"Preview & Print"**
7. To the right of the screen next to the image with circles on it, click on **"Custom selection"**
8. Click on all the circles, leaving one highlighted. This will allow you to test print one sample until you are ready to print your final design.
9. Place your Avery label sheet in your printer to test print. Press the green **"Print"** button, then the **"Open"**
10. This will take you to a PDF. Print from this.
11. If the label looks good, peel and stick the label on the cup-holder part of the plate, leaving about 1/4" between the label and the wall of the cup-holder. Fold the excess under the plate.

*Note: If your label is off alignment, press the **"Printer Alignment"** under the **"Custom Selection"** on the Avery website. This will allow you to adjust the direction you need to move the print work.