

Printing Bookplates from the Free Templates

If you choose to use the free templates on the *Lutheran Service Book* Web site, please read these general guidelines and instructions before printing out any labels.

General Guidelines:

1. These templates were designed for specific Avery labels (8164, 8464, or 8254 for an inkjet printer or 5164 or 5264 for laser printers). You can also use other labels that have the same label dimensions as these Avery versions. (Check the packaging carefully for these number equivalents.)
2. You can make changes to the templates by entering names, changing fonts, etc. while you have it open. However, you cannot save changes to these templates unless you have Adobe Acrobat. After you make your changes, print out the file before closing it or you will lose all of your changes.
3. Always print out your file on plain printer paper before printing it on a sheet of labels. Hold the printed sheet behind a sheet of labels and hold it up to a light. Make sure your labels are fitting within the label boundaries. If they are, then you can print on a sheet of labels.
4. Do not choose Fit to Printer Margins when you print. The templates have been designed to print on a specific sheet of labels. Any reduction in size will change where each label is printed.
5. Check to see how your printer feeds from the tray. Read the printer manual and/or print out a test. To test which end of the paper and which side is fed first, mark an X on the top of the first sheet of paper in your printer tray. Then print something on that page. See where the X appears and you'll be able to determine how you should insert the label sheets into the tray.
6. Always print out a full sheet of labels at a time. Your printer might jam if you try to print on an incomplete sheet of labels.

Instructions:

1. Select the template(s) you want to use. Right click on its link and choose to save the file to your computer.

Black-and-white templates available:

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2. After saving a template to your computer, double-click on the file (on your computer). Adobe Reader should automatically open it. If you are prompted to choose the application that should open it, you will need to download a free copy from Adobe's Web site.
3. Choose the Text Select tool from the toolbar. Highlight the first name area (labeled "Type Name Here") and enter the desired content.
4. To change the font, size, or basic formatting of the text, use the drop down lists and buttons on the Properties toolbar. (To show the Properties toolbar, click on the View menu. Then choose Toolbars > Properties Bar.)
5. Repeat steps 3 and 4 for the remaining name fields on the page.
6. Print out a test page to determine if your labels are printing within the boundaries of your label sheet (see #3 under **General Guidelines**). If your printed labels do not line up, check to see if you have inadvertently selected "Fit to Printer Margins" when printing. (See #4 under **General Guidelines**). Continue to print tests until you successfully print one that matches a sheet of labels.
7. Print out the page on a sheet of labels.
8. Close the file.
9. If you want to print more labels, open the file again and repeat steps 3-8 for your next six labels. Continue to repeat this series of steps until you have printed out all of your labels.