



## Sticker Instructions

The sticker template is a simple, effective way to draw attention to Episcopal Relief & Development's 75<sup>th</sup> Anniversary Celebration within your diocese, congregation, seminary or community. Use it as a tool to engage and excite people about the work of Episcopal Relief & Development and raise critical funds to Help Heal a Hurting World!

### Tools and Materials Needed:

- [Acrobat Reader](#) for viewing and printing PDF documents
- Standard Avery® Name Badge Labels #5395 (Size: 2 1/3" x 3 3/8") (Found [online](#) and in most office supply stores)
- Printer (preferably color)

### Step 1: Download the toolkit PDF document of your choice.

Once you click onto the link for the PDF, your computer will automatically download the document.

### Step 2: Open the PDF document.

You should see the same design repeated eight (8) times on one page.

### Step 3: Place the label sheet into your printer according to your printer's manual

It's important that you read your printer's manual to determine the suggested way to insert the label sheets. Some printers require that you place the label sheets face up, or face down. Also, some printers require that you manually feed each sheet, as opposed to loading all sheets in the main tray area.

### Step 4: Set your printer for the number of sheets/copies you desire.

Remember, there are eight (8) labels on one sheet. Be sure to calculate, in advance, the number of labels you will need. For example, if you desire to print 100 labels, you will need 13 sheets.

### Step 5: Peel and share.

You're all done. Enjoy!