

Instructions for print-your-own Oscar Party Invitations.

For the purposes of these instructions the areas of the invitation that you can fill in on your computer will be referred to as 'fields'

You will need an up to date PDF viewer to view and edit the invitations. If you are unable to open the file we recommend downloading the free Adobe Reader programme from: <https://get.adobe.com/uk/reader/>

- 1) Download and open the 'invite.pdf' file from the website
- 2) You will see two invitation images but you only need to fill in the fields on the top one as the second one will automatically inherit the same details
- 3) The top field starting with '**Dear**' is not fillable from your computer. It is left blank so that you can add the individual guest names by hand after printing.
- 4) To enter your details into any of the fillable fields simply click in the field and start typing. The fillable fields are as follows:

Address: – Enter the address where the party will be held

Time: – Enter the start and finish time of the party

Date: – Enter the date of the party

R.S.V.P: - Enter a contact number and/or email for replies

Signed: - You can either enter a name here or leave blank for signing later

- 5) After filling in the fields on the top invitation, check that the identical information has appeared on the bottom one. If anything is missing a simple extra click anywhere on the document will correct it.
- 6) Click the print button (usually a small image of a printer) at the top of your PDF reader programme or click File and then Print from the drop-down menu
- 7) In the print dialogue that appears, select the number of copies you wish to print bearing in mind that each A4 sheet contains two invitations.
- 8) Once printed, trim along the dotted lines and crop marks, write the individual guest names in the 'Dear' field and you are good to go!