

Instructions - Printing Sales Tags for Uncommon Threads 2015

There are 3 tag sizes for Uncommon Threads 2015 (See colored tabs at bottom of page):

- Large tags with fiber content (on front) and care info (on back). Large tags must be used for all clothing items and housewares, such as rugs, linens, etc. Important note: When indicating care info on the tag back, do not write below the dotted line shown on the front of the tag as this part gets cut off at the cashier desk when the item is sold.
- Medium tags with no fiber content or care information.
- Small tags are for jewelry and very small items.

The Page Setup instructions will ensure that the front and the back line up when you print.

The black circle on the upper left of the front of tag represents the location of a hole you can punch for a thread to attach both tag and item together securely.

Remember that the information under the dashed line on the large tags will be cut off when the item is paid for, so DO NOT write anything but the sales code and price below this line.

Printing instructions

In Printer Page Setup:

- Set the Left and Right margins to 0.5.
- Set the Top and Bottom to 0.5.
- Set the Header to .0 and the Footer to .0.
- For Medium and Jewelry tags, center the page horizontally.

Large tags are approximately 2¼" X 3"

Medium tags are 2¼" X 2"

Small/Jewelry tags are 2¼" X ½"

Refer to the "Tags Procedures" file found on the WWG website concerning how to fill out the tags.