

Party Invitation Instructions

1. Fill Out Pertinent Party Information on Page 3
 - a. Party For: Your child's name
 - b. Passenger Name: Guest's name
 - c. Date of Flight: Date of party
 - d. Check-in time: Start of party
 - e. Confirmation Number: Insert RSVP Info
 - f. Address: The Party Address:
 - g. Misc Info: Anything else you feel they need to know
2. Click on the menu "File" and then select "Print"
3. Click on the Radio Button "Pages" and change the numbers to pages "2" to "3"
4. Change the number of copies to 1
5. Make sure Page Scaling is set to "Fit to Paper"
6. Make sure "Auto-Rotate and Center" is checked
7. Now click on the button "Properties"
8. Change Paper Size to "Letter (8.5 in x 11 in.)"
9. Click on the menu tab "Features"
 - a. Change Orientation to "Portrait"
 - b. Click on "Two-Sided Printing"
 - c. Click the Radio Button "Tablet"
 - i. If your printer doesn't have "Two-Sided or Duplex" Printing, then start by printing the second page only. After that page is completed, insert the page back in the paper tray the same way it came out (don't flip or turn it) and print the third page.
10. Click "Ok"
11. Click "Ok" to print

If you are having problems, please send an email to: Contact@Ultimate-Kid-Birthday-Parties.Com and I will help you print your free invitations.

Take off on a High
Flying Celebration



Party For: _____

Passenger Name: _____

Date of Flight: _____

Check-in Time: _____

Confirmation Number: _____

Address: _____

Misc Info: _____