

Printing Freeze-Dried Candy Labels

Directions for Printing Labels from Avery.com

Materials Needed:

- Avery labels (ensure you know the product number, e.g., Avery 5160)
- Computer with internet access
- Printer with compatible label sheets

Step-by-Step Instructions:

1. Visit Avery.com:

- Open your web browser and go to Avery.com (<https://www.avery.com>).

2. Log In to the Account:

- Click on "Sign In" and enter the following credentials:

User: camp@championsriversideresort.com

Password: Champs2995!

3. Click "Account" in the top bar and go to the "Projects page."

4. If the label is there that you already need, skip to step 8.

5. If you need to create a new label:

- Click on "Create a Project" at the top of the page.
- In the search bar, enter your Avery product number (e.g., 5160) and click "Search."
- Select the correct product template from the search results.
- Click on the template to start customizing it.

6. Create the Label in Canva:

- Open Canva.com or follow the linked shortcut in the U Drive folder.
- Click "Sign in" and enter the following:
 - User: coordinator@seversonandassociates.com
 - Pass: CanvaChamp\$1
- Add a new page to the end of the document by duplicating one
- Make a name for the candy that is not copyrighted and has a space theme.
- Input the ingredients in all caps under the ingredient section.

- Download the image to the computer as a jpg file.
- Drag and drop the image from the downloads folder to the blank label in Avery.

7. Save Your Project:

- Click on "Save" to save your project. Make the name of the document what the candy is called.

8. Print Your Labels:

- Click on "Print It Yourself."
- Choose "Print Now" to download the PDF file of your labels.
- Open the downloaded PDF file on your computer.

9. Prepare Your Printer:

- Load the Avery label sheets into your printer's paper tray. Ensure the labels are facing the correct direction for the printer, which is face down.

- Check your printer settings to make sure it is set to print at actual size (100%) and not scaled to fit.

10. Print the Labels:

- In the PDF viewer, select "File" and then "Print."
- Review the print settings and make sure the correct printer is selected.
- Click "Print" to start printing your labels.

11. Check the Printed Labels:

- Verify that the labels are correctly aligned and printed.
- If needed, adjust the print settings and try again until the labels print correctly.