

THE PRODUCER'S PERSPECTIVE

A BROADWAY PRODUCER'S OPINION ON EVERYTHING BROADWAY AND BEYOND



PRINTING INSTRUCTIONS

Please follow these easy steps to print out the following addresses onto mailing-label sheets.

STEP 1 – Do a test print: Print out at least one page of the addresses from this PDF onto regular paper. To be extra safe, print this entire PDF from page 2 until the end. (Starting at page 2 will avoid printing this instruction page.)

STEP 2 – Take a sheet of blank mailing labels (**Avery 5260 or Avery 5160 labels**) and put it on top of your print-out test. Hold this up to a light source to see if the addresses on the print-out line up correctly with the size of the mailing labels. Make any necessary adjustments to your printer settings to ensure that the addresses will fit correctly on the mailing labels.

STEP 3 – Load the mailing-label pages into your printer. Note: Labels are thicker than regular paper, so be careful to not overfill your printer tray or you may get a printer jam.

STEP 4 – Print out one page of addresses onto a mailing-label sheet as a test. Look at the print-out to make sure that the alignment is correct. Make any necessary adjustments to your printer settings. Repeat until the test labels are correctly aligned.

STEP 5 – Print all of the address labels from page 2 until the end of the PDF document. You may want to print only one page at a time to be safe; or print out all pages at once if you're sure it'll work.

STEP 6 – Now peel the labels off of the sheets and place them on your postcards or envelopes to send your headshot & resume to industry professionals. That's it! Tell us about the gigs you book!

IMPORTANT NOTES: Please be aware that there may be some variation in how the labels print depending on your printer and settings. We strongly recommend test-printing the addresses on regular blank paper to see how the addresses line up before putting blank labels in your printer. If you're unable to make the addresses align correctly with the mailing labels, we recommend printing all of the addresses out on regular paper, and then try photocopying the print-outs onto mailing labels. Or bring the print outs (and/or the PDF file itself) to a professional copy shop and have them print the addresses onto mailing-label sheets for you. For best results, we recommend Avery 5260 or Avery 5160 blank address labels (or the equivalent from another brand). Packs of blank labels can be purchased online at www.avery.com and at most office supply stores.

Critical PDF printing tips: When printing via Adobe Reader, make sure that “**Page Scaling**” is set to “**None**” and “**Auto-Rotate and Center**” and “**Choose paper source by PDF page size**” are turned **OFF** in the print settings. And turn the “**Actual Size**” option **ON**. Otherwise, Adobe Reader will try to shrink the page slightly during printing, and the addresses won't line up with the mailing labels. *Example settings:*

