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## DIGITAL CALLIGRAPHY

Putting your guest list together properly for digital calligraphy is important. The printer will print your addresses exactly as they are entered in your Excel Spreadsheet. Below are some tips to guide you so the envelope printing process goes by smoothly.

- Address lists should be typed in the Times Roman or Arial font in an Excel spreadsheet (or as a Google Doc, exported to Excel) using proper upper and lower case letters so there's no confusion. Example: MCCARTHY should be McCarthy
- Each column signifies a new line in the address printed on the envelope
- Married couples should be listed together with an "and" in column one, ie. Mr. and Mrs. Scott Cohen. For married couples with different names, each name is listed one above the other on the envelope. Ms. is used for the woman's name. Any married couples with an unusually long name(s) - list on two lines as to not have it awkwardly cut off between a first and last name or run off the edge of the envelope.
- If you want apartment numbers listed on the same line as the street address, please type it as "125 East 24th Street, Apartment 1" or "125 East 24th Street ~ 1". If you'd like suite and apartments on the next line, please be sure to list them in their own column after the street address. For very long street addresses and apartment numbers, you may want to put them on two lines to avoid awkward splitting up of the address onto two lines.
- City and state need to be together in the same column properly separated by a comma: "New York, New York" or "New York, NY"
- You may include the zip code next to city in state in the same column or you can put it in it's own column and we will print it below on it's own line
- Please create a separate page for International addresses and please be sure it's formatted properly per the postal guidelines for those specific countries
- Everything will be printed exactly as it is typed in the spreadsheet. Therefore, please make sure everything is spelled properly and capitalized correctly.

When putting your Excel Spreadsheet of recipient addresses together, please use the following etiquette guidelines:

- Everyone over 18 should receive a separate invitation.
- Everyone under 18, individual names or "and family" should be listed below parent's names.
- If you are allowing your single friends to bring a date, please specify "and guest" next to their name on your spreadsheet.
- Widows are Mrs.
- Divorcees are Mrs. or Ms.

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- The only acceptable abbreviations are: Mr., Mrs., Miss., Ms., Jr., Dr., and military titles
- Boy under 8 ~ Master
- Girl under 18 ~ Miss.
- Single woman ~ Ms.
- Clergy ~ The Reverend, The Revered Father, Rabbi
- Elected official, Judge ~ The Honorable
- If one person has a title and one does not, the person with the title is listed first.
- Married couples together on one line. For married couples with different names, each name is listed one above the other on the envelope, woman listed first.
- Couples unmarried and living together, one above the other, the woman being listed first.