**Small Napkin Instructions:**

1. Small Napkins are desktop friendly this year. A supply of the small napkins have been included in your kit, or you can order the perforated paper from Curtis 1000 to run through your printer.
2. Open file and save to your desktop or folder.
3. Customize your text on page.
4. Before printing, delete the dotted lines and background image on the Word document if you have preprinted templates. If you are printing on blank perforated paper, just delete the dotted lines. *The dotted line and background are for visual reference.*
5. Insert paper into printer and print.
6. Punch out the napkin insert from the page and insert into your napkin holder.

**Large Napkin Instructions:**

1. Large Napkins are desktop friendly this year. Print on the perforated paper available via Curtis 1000 to run through your printer.
2. Open file and save to your desktop or folder.
3. Customize your text on page.
4. Before printing, delete the dotted lines on the Word document. Insert the blank perforated paper and print. *The dotted line and background are for visual reference.*
5. Insert paper into your printer and print.
6. Punch out the napkin insert from the page and insert into your napkin holder.