

## How to Apply Collection Labels

When adhering your labels to the spine and the front of the presentation box, begin by deciding where you want them placed. If you wish to center the labels:

**Spine Label:** Begin adhering the spine label approximately 2 7/8" from the top of the presentation box, centering it in the spine.

**Front Label:** The front label should also be placed approximately  $2\,3/4$ " from the top of the presentation box, and  $1\,1/2$ " from the spine. Note that using this measurement will place the label slightly closer to the spine than the outer edge of the box. Feel free to position the label in a way that pleases you.

We recommend using your fingers or the edge of your hand to adhere the label to the box and remove air pockets. Using a credit card or similar object may damage the surface of the label.

We have found these two methods are effective ways to secure the label to the presentation box.



## Method #1

- 1. Remove the backer from the label.
- 2. Starting at one end, adhere one short edge of the label on the box, carefully pressing out all air bubbles as you work toward the opposite edge.

## Method #2

- 1. Peel off only a small part of the backer.
- 2. Press down, adhering one edge of the label to the box and peeling off more of the backer as you lay the label down across the box.
- 3. Carefully press out all air bubbles as you go.