

PERFORMANCE PACKS AVERY TEMPLATE INSTRUCTIONS FOOD LABELS AND PID CARDS

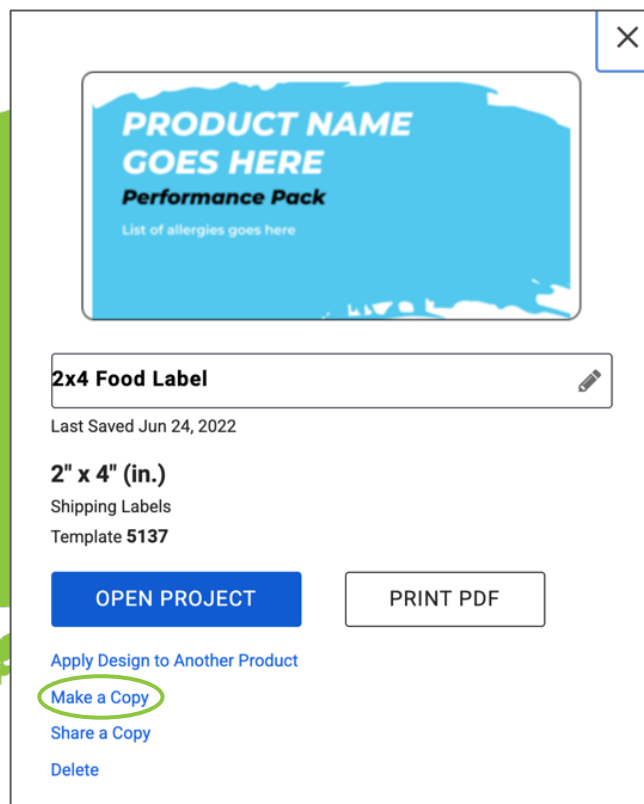
1. Log into the ADAI Performance Packs account using the following login information:

ADAI@winnersdrinkmilk.com

Username: Performance Packs

Password: Packs!2022

2. Go to My Account >> Projects
3. Here you will find all the templates for the Performance Packs food labels and PID cards. Select which one you'd like to edit.
4. **VERY IMPORTANT:** Click **MAKE A COPY**



5. Rename the copy by adding your school's name and an underscore to the beginning of the title and click **"SAVE COPY."**



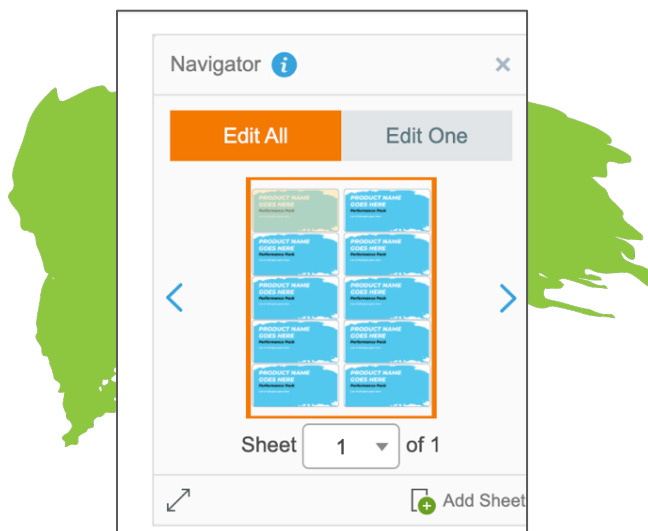
6. Once the copy is saved, click the copied file with your school's name and select **"OPEN PROJECT."**

7. Once the project is open, you can edit the label with the food name and allergy list.

NOTE Make sure to check if you have selected "Edit All" or "Edit One" on the right-hand side. If you want to edit individual labels, select "Edit One" and choose an individual label on the sheet to edit. If you want all the labels on this sheet to be the same, select "Edit All."

Please do not change any of the fonts within the template.

The fonts are preset to match brand standards.



8. Once you are done with your edits, select “**PREVIEW & PRINT**” in the bottom right corner.
9. Click “**CONTINUE ANYWAY.**”
10. To print, you can choose either “**Print It Yourself**” or “**Let Us Print for You,**” depending on what your printing capabilities are.
 - If you choose “**Print It Yourself,**” you will download the labels as a PDF and need to have Avery labels already purchased and loaded into your printer.
 - If you choose “**Let Us Print for You,**” you can order the labels directly from Avery with the design printed on them.

Print Options

Print it Yourself

OR

Let Us Print for You

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