

***Title***

Your name

Subject or Blank

Location or other

As displayed **Price**      Print only **Price**

Your phone number/ email

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## LPS Label Instructions

Each of your photos will need a label.  
Open it with MS Word.

Left click in the gray area: example –“**Title**”--use delete and/or backspace to erase the word “*Title*” and type the title of your photo in it's place Such as “Sunset” or “My Dog”

Do this for all gray areas. Any gray area not used should be erased by using the *Delete* or *Backspace* keys

“**Your Name**”- is of course your name.

“**Subject or Blank**” is for the subject of you work such as “*Great Blue Heron*” or “*Grand Canyon*”. If you do not want a subject, use you delete and/or backspace key to erase the words and leave it blank.

“**Location or other**” This is the location the photo was taken example “LakeMartin” or “Alaska”. If you do not want to put a location you may put any other information you like. I put my web address. You may also leave it blank by deleting the words “*Location or Other*”.

**as displayed “Price”**—this is the price you will sell you photo and frame as it is hanging. Do not forget to add any percentage the gallery may charge. If you do not want to sell your work the type in “*NFS*” (*not for sell*).

**print only “Price”**-This is the price for just the print and not the frame or mat. Again if you do not care to sell your work the put “*NFS*”.

“**Your phone number/email**” Put you phone number and/or email so a buyer can get in touch with you directly. If you photos are for sell you must include this contact information.

Print out on off white or white card stock (available at Office Depot and most Wal-Mart's)

**If you have a problem--send me the completed labels and I will print them**

**OR send me your information for the labels and I will make and print the labels ahead of time and bring them to the hanging. I will need the information several days before the exhibit.**

Kathy Reeves 667-9946 or

[exhibitcoordinator@laphotosociety.com](mailto:exhibitcoordinator@laphotosociety.com)