

ASPEN WOODS

PAPERIE

INSTRUCTION GUIDE

THANK YOU!

Thank you for your purchase from Aspen Woods Paperie!
We hope that you love your item and find it easy to edit and print.

If at any time you have any questions or run into any issues,
please do not hesitate to contact us at info@aspenwoodspapier.com.

Enjoy your printable and have a wonderful party!

Aspen Woods Paperie

IMPORTANT NOTICE PLEASE READ BEFORE YOU PROCEED

- **ADOBE ACROBAT READER IS REQUIRED**
It is 100% FREE and can be installed on both Mac and PC. Here is the link to download: <https://get.adobe.com/reader>
- **ATTENTION MAC USERS:**
You will not be able to edit the templates using the default PDF viewer called "Preview".
- **ATTENTION WINDOWS USERS:**
You will not be able to edit the templates using the default PDF viewer called "Windows Reader".
- **EDITING YOUR TEMPLATE IN ANY OTHER PROGRAM BESIDES ADOBE ACROBAT READER MAY CAUSE ISSUES WITH THE FILE**
If by chance you opened and edited the file in a program that is not Adobe Acrobat Reader, you will need to re-download the original file to ensure no formatting or font issues.

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1. HOW TO EDIT YOUR TEMPLATE

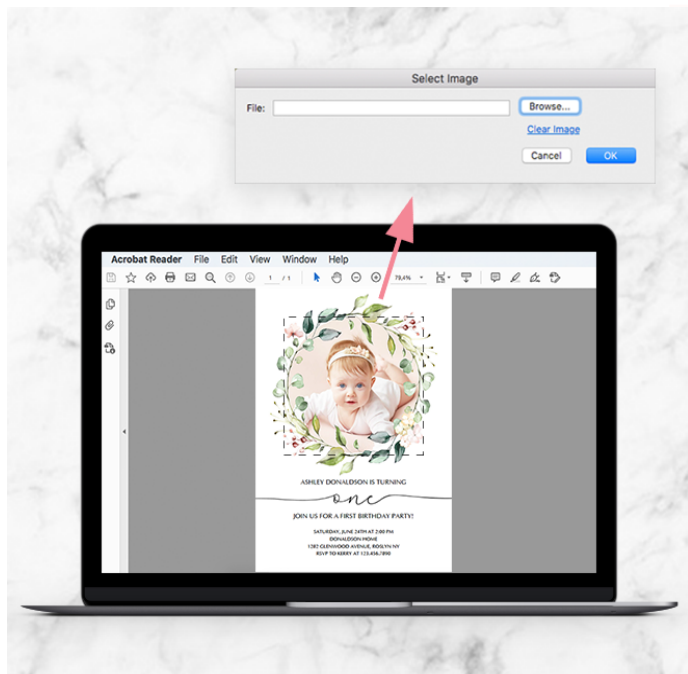


1. Download and install the latest version of Adobe Reader: <https://get.adobe.com/reader>
Launch Adobe Reader on your desktop computer.

2. Open your template:
Click on File > Open in the top menu bar and navigate to your template file.

3. Edit text: Click in the field boxes that are highlighted in light blue and edit with your own words. To change font size, color and more, select the line of text you want to change, then hold down Ctrl+E (PC) or Cmd+E (Mac) to open the properties bar.
For longer words, lower the font size first to create more space and then change the text. Click on “more” to see additional adjustment options, particularly spacing and alignment.

4. Save your file: Press Cmd-Shift-S (Mac) or Ctrl-Shift-S (PC) to prompt the “Save as” dialog box. Rename the file and click save.



For a photo template, do the following:

1. Check the file ‘Add-your-own-photo’ to see what size your photo should be.

2. Open the template in Adobe Acrobat Reader and hit the ‘TAB’ key until you see a dotted square around the photo.

3. Click the square or hit ‘ENTER’.

4. A new window will pop up in which you can browse your photo. To do this, click ‘Browse’.

5. Once you’ve found your photo on your computer, select it and click ‘OK’. Your photo is now embedded in the PDF template.

PLEASE NOTE:

- *Since you are dealing with an editable file, we **highly recommend** that you convert your final PDF to a JPG prior to submitting your file to a printer. This will ensure that none of the text gets changed or removed by accident during the file handling process. For instructions on how to convert your file, go to page 10.*
- *Our templates do not work on tablets or mobile devices.*
- *If you are unable to continue typing in the text field, then it is most likely you have exceeded the text limit for that box. Try resizing the fonts or deleting some text. Sometimes there are blank spaces that cannot be seen at the very bottom of the text box that will use up the allowed space - try deleting from the bottom to see if it will free up space.*
- *If you copy and paste the info from an external source, please understand that the template will take on the font characteristics of that source. This can be corrected by opening your text properties bar (press Cmd-E for Mac or Ctrl-E for PC), and changing the fonts back to the default font settings. We suggest, first copy and paste the entire info, and then apply the font adjustment all at once.*
- *Our photo templates all require different sizes of photos. Please check the 'Add-your-own-photo' file carefully to see what size your photo should be. This prevents white space around your photo.*

2. WHERE TO PRINT

HOME PRINTER

Our templates are designed and formatted with home printing in mind. They are formatted 2-, 4-, 8- or 10-up on an 8.5" x 11" page to utilize as much space on the page, so that no paper is wasted.

Printer Settings

- Make sure the settings on your home printer are adjusted to the following:
 - Page Scale: 100% or "No Scaling"
 - Size Option: "Actual Size"
- For printables that require 2-sided printing: First, print the front page only. Then place the printed page back into the paper tray to print the back. This may require some trial and error to get the correct orientation, so you may want to use standard copy paper as test sheets before printing on card stock.

Choosing your paper

It is best to use thick card stock. Card stock comes in weights anywhere from 67 lb.-140 lb. weights; the higher the weight, the thicker the stock. A big factor in determining which weight to choose is what weight of paper your printer will accept. Most home printers will comfortably print on 90-110 lb. stock. If you are purchasing a specialty paper such as vellum, or paper with pearlized or iridescent surfaces, make sure that it will work with your printer type.

Our templates are formatted to be printed on standard letter size paper (8.5" x 11") or A4 sheet, and will require you to trim the page. They **do not** correspond to any perforated templates.

COPY CENTER

Our printables are designed to be used on a home printer but our files will work at most copy places (such as Staples, OfficeMax, FedEx Office). Many of these shops will let you send or upload your file to their site, select a paper stock and simply pick up the print-outs in 1-2 days.

Since you are dealing with an editable file, we **highly recommend** that you convert your final PDF to a JPG prior to submitting your file. This will ensure that none of the text gets changed or removed by accident during the file handling process. For instructions on how to convert your file, go to page 10.

Occasionally some copy centers will raise an issue with the copyright and will ask for a '**print release**'. You may want to print and bring the Aspen Woods Paperie print release just in case it is requested. To request the print release, please contact us at info@aspenwoodspaperie.com.

We recommend printing your poster-size prints at Staples, OfficeMax or FedEx Office. These copy centers have proven to provide great print quality at a reasonable price. They also offer finishing options, such as lamination and foam core mounting.

ONLINE DIGITAL PRINTER

It has been our experience with many online printers (such as vistaprint.com) that the editable content gets “stripped out” during the file upload process. To avoid this, it is **important** to convert your final PDF file to a JPG prior to submitting your file. For instructions on how to convert your file, go to page 9.

Please note:

- *Our files are formatted 2-, 4-, 8- or 10-up and will not work for many photo labs such as Target, Costco or Walgreens, as they require 1-up files. If you have a particular print shop you prefer to use that require 1-up files, please contact us at info@aspenwoodspaperie.com. We can convert the files for you, for an additional fee.*
- *Occasionally the software used by the copy shop or digital printer may have problems with the way our files are set up. It's impossible for us to set up a template that works for each type of high-quality digital printer software so we cannot guarantee that our templates will work everywhere. If for some reason problems arise in the printing process, and your files need to be altered, please let us know and we can send you a custom quote to adjust the file.*
- *Subtle variations in color and surface texture are rendered differently for each monitor. Depending on how your monitor is calibrated, the colors that appear on your screen may not be exact to your final product. We cannot be held responsible for any unauthorized altering of the file and poor print quality/printing errors caused by your printer. If you are not confident that your home printer will produce the quality desired, we recommend getting your template printed at your local copy shop.*

3. TRIMMING INSTRUCTIONS

Trim guides (or crop marks) are included so you know where to cut. We recommend using one of the following trim options.

STANLEY KNIFE OR X-ACTO KNIFE AND RULER

This method will yield the quickest and most efficient results. To protect your surface from damage, be sure to use a cutting mat.



Line up crop marks with the ruler.



Run your Stanley knife along the edge of the ruler. It's important not to cut all the way to edge of the paper - this way all the crop marks stay intact and can be used for future cuts.



Continue this process until you have made all your cuts.

PAPER TRIMMER

You can find inexpensive paper trimmers on staples.com, amazon.com or at any craft/hobby store.



Line up crop marks with the paper trimmer cut area.



Slide the cutter along the rail - only between the two crop lines. It is important not to cut all the way to the edge of the paper – this way all the crop marks stay intact and can be used for future cuts.



Continue this process until you have made all your cuts.

SCISSORS

For templates with unique and intricate cuts, or to create elegant rounded corners to your cards, we recommend using scissors.



Hold the scissor steady with one hand and slowly push the blade down while using the other hand to tilt the paper to be cut in the meantime.

4. FREQUENTLY ASKED QUESTIONS

1. I CAN'T EDIT MY TEMPLATE

Please ensure you have the file opened in Acrobat Adobe Reader. Some computers will open the file in a default program such as "Mac Preview" or "Windows Reader". You can download Acrobat Adobe Reader for free here: <https://get.adobe.com/reader>.

To ensure you have the file opened in the correct program, first open Acrobat Adobe Reader, click on File > Open in the top left toolbar, then select the file.

If you by chance made any changes to the template while in the wrong program, then you will need to re-download the original file. Editing the file in any program other than Acrobat Reader may cause formatting issues. As a precaution, we recommend you re-download the original file before you continue.

2. FONTS ARE NOT DISPLAYING CORRECTLY

Some computers will open the file in a default program such as "Mac Preview" or "Windows Reader", which will cause fonts to not render properly. Please ensure you have the file open in Acrobat Adobe Reader. If you by chance made any changes to the template while in the wrong program, then you will need to re-download the original file. Editing the file in any program other than Acrobat Reader may cause font issues. As a precaution, we recommend you re-download the original file before you continue.

3. I CAN'T SAVE MY EDITED VERSION

Some of the older versions of Acrobat Reader will not allow you to save your file. You will need to update your Acrobat Reader to the latest version: <https://get.adobe.com/reader>.

You can also try to select "save as" and choose a different folder than the one where the original template is located.

4. HOW CAN I CHANGE THE FONTS?

Highlight the line of text you want to change, then hold down Ctrl+E (PC) or Cmd+E (Mac) to open the properties bar. Click on "more" to see additional adjustment options, particularly spacing and alignment.

5. WHY AM I NO LONGER ABLE TO TYPE IN THE TEXT FIELD?

It is most likely you have exceeded the text limit for that box. Try resizing the fonts or deleting some text. Sometimes there are blank spaces that cannot be seen at the very bottom of the text box that will use up the allowed space - try deleting from the bottom to see if it will free up space.

6. WHY DO I SEE A SMALL PLUS SIGN (+) AT THE CORNER OF MY TEXT BOX?

This means you have exceeded the character limit for this text box. You will need to either make the font smaller or delete some text.

7. WILL THE LIGHT BLUE HIGHLIGHT APPEAR ON MY PRINT-OUT?

No, your printer will not print the highlights. The light blue highlight is simply a guide to indicate which text fields can be edited.

8. HOW CAN I CONVERT MY PDF TO A JPG?

We highly recommend converting your PDF file to a JPG prior to submitting to the printer - this will ensure none of the editable text gets removed or changed during the file handing process.

If you are sending the file to an online printer, this step is a MUST.

PDF to JPG Instructions

1. Go to smallpdf.com
2. Click on the "PDF TO JPG" button
3. Upload your PDF file
4. Click on the "Convert Entire Pages" button
5. Click on the thumbnail image of your file to download your JPG

9. THE COLORS ARE NOT PRINTING PROPERLY

Please understand that colors vary between monitor and printers. The colors that appear on your screen may not be exact to your final product, depending on how your monitor is calibrated.

Common causes of poor print quality on home printers are:

- **Low Ink levels:** Low ink levels will cause smudged, distorted text/artwork, or streaks in the print. Before starting, please ensure that your ink levels are not low.
- **Clogged Nozzles:** If you don't use your printer for several weeks or months, this can cause ink to dry out and clog the nozzles. Check your printer manual for instructions on how to clean the ink nozzles.

If you are not comfortable with the quality of your home printer, we recommend taking your printable to a local copy shop.

10. MY PHOTO HAS WHITE SPACE AROUND IT. HOW CAN I SOLVE THIS?

Our photo templates all require different sizes of photos. With every template that requires a photo, we include an additional file named 'Add-your-own-photo.jpg'. In this file you will find the right photo size for your template. If you're using a dimension that is not the same as the dimension we recommend to use, you will have white space around your photo.

You can resize your photo in Photoshop or use the free tool at <https://picresize.com/>.