

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 print.

In this instruction guide you can find suggestions on where to print your item  
and some tips and tricks on how to trim your printable.

If at any time you have any questions or run into any issues,  
please do not hesitate to contact us at [info@aspenwoodspaperie.com](mailto:info@aspenwoodspaperie.com).

Enjoy your printable and have a wonderful party!

**Aspen Woods Paperie**

## WHERE TO PRINT

### HOME PRINTER

Our printables are designed and formatted with home printing in mind. They are formatted 1-, 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 printables 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.

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](mailto: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.

#### **Please note:**

- *Most of 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](mailto: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 printable that works for each type of high-quality digital printer software so we cannot guarantee that our files 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 printable printed at your local copy shop.*
- *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.*

## 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](https://www.staples.com), [amazon.com](https://www.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 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 printables with unique and intricate cuts, or to create elegant rounded corners to your items, 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.