



## PRINT AT HOME KIT EDITING & PRINTING TIPS

### Step-by-Step Editing + Printing Tips (5" x 7" Invitations)

Step 1: Select and open your invite in builder. Replace sample text in the template by highlighting the sample text and typing over it. You can then format the font style, size and color with directions below.

Step 2: Please use the following directions to help you format the font in your project – be sure to type your personalized text first. To change font style and size, highlight the text you wish to change and then click on the appropriate field under the **FORMAT TEXT** sidebar located to the right of your preview. Scroll through the pull down menus until you find a style and size you are satisfied with.

Step 3: Once you are happy with the preview, select the **REVIEW AND DOWNLOAD** button located at the bottom of the right-hand sidebar. This will take you to a final preview of your product. If you are satisfied with the finished design, check the box underneath the preview and select **DOWNLOAD PDF**.

Step 4: You will then be directed to another window where you will actually download the product from. Do not attempt to print from this page. Select the download button, name your finished product and save it to the location of your choice.

Step 5: Retrieve the Adobe PDF file that has been saved on your computer. Before printing, check and adjust the following printer settings: (to access these settings, click on **FILE**→**PRINT**→**PROPERTIES**, a new box will open up which will contain the various setting options within your printer; search in these tabs for the following settings)

**PAPER SIZE:** In the **DOCUMENT SIZE** drop down menu, select **CUSTOM SIZE** and enter in the width and height of your paper: 5"x7". You may also need to look for a section that says **SCALE TO PAPER SIZE** – this should also have a drop down box where you'll now want to select **CUSTOM SIZE**. (NOTE: not all printers have this feature or need it adjusted; test print prior to selecting the **SCALE TO PAPER SIZE** setting.)

**PAPER/MEDIA TYPE:** Set your printer's paper type to **CARDSTOCK** or **HEAVYWEIGHT**. This is probably currently set on 'plain letter paper'.

**PRINT QUALITY:** Change this setting to **BEST**.

#### OTHER PRINTING NOTES:

- **Test Printing.** It is always a good idea to test print on plain paper cut to the size of your project before using the actual stock for your project. Test printing allows you to check the alignment and look of your project, and gives you the opportunity to confirm the way in which the stock will be loaded into the printer (face up, face down, etc.).
- **Manually feed the paper into the printer.** It is recommended that you manually feed the paper, rather than placing a stack of paper on the printer's tray. This will minimize the chance of a paper jam. (You can send the whole job at once, but remove all paper from the printer before sending. You will then be able to put each sheet in one at a time).

- Do not stack paper after printing. Allow each sheet time for ink to dry before placing one on top of the other. This will help to avoid smearing of ink.
- Adjusting the margins. Additionally, if you are still having problems getting the correct alignment after checking these tips, you can adjust the top margin of the template if the text is printing too high or too low. To do this, you would open the template and click FILE >> PAGE SETUP. Then in the margins tab, either increase or decrease the top margin according to how high or low the text is printing. For example, if the text is 1/4" too high, then increase the top margin by .25". If the text is too low, then decrease the top margin by .25". When increasing the top margin, be careful not to increase it too much. It may cause the last row to shift onto the next page. If this happens, reduce the bottom margin.

### **Step-by-Step Editing + Printing Tips (2.5" x 1" Address Labels)**

Step 1: Select and open your return address labels in builder. Replace sample text in a single return address label in the template by highlighting the sample text and typing over it. You can then format the font style, size and color with directions below.

Step 2: Please use the following directions to help you format the font in your project – be sure to type your personalized text first. To change font style and size, highlight the text you wish to change and then click on the appropriate field under the FORMAT TEXT sidebar located to the right of your preview. Scroll through the pull down menus until you find a style and size you are satisfied with.

Step 3: When you are satisfied with the format of the first return address label, highlight and copy your text. You can then paste your chosen layout into the remaining return address label fields.

Step 4: Select the REVIEW AND DOWNLOAD button located at the bottom of the right-hand sidebar. This will take you to a final preview of your product. If you are satisfied with the finished design, check the box underneath the preview and select DOWNLOAD PDF.

Step 4: You will then be directed to another window where you will actually download the product from. Do not attempt to print from this page. Select the download button, name your finished product and save it to the location of your choice.

Step 5: Retrieve the Adobe PDF file that has been saved on your computer. Before printing, check and adjust the following printer settings: (to access these settings, click on FILE→PRINT→PROPERTIES, a new box will open up which will contain the various setting options within your printer; search in these tabs for the following settings)

**PAPER SIZE:** In the DOCUMENT SIZE drop down menu, select CUSTOM SIZE and enter in the width and height of your paper: 5.5"x 6.25". You may also need to look for a section that says SCALE TO PAPER SIZE – this should also have a drop down box where you'll now want to select CUSTOM SIZE. (NOTE: not all printers have this feature or need it adjusted; test print prior to selecting the SCALE TO PAPER SIZE setting.)

**PAPER/MEDIA TYPE:** Set your printer's paper type to CARDSTOCK or HEAVYWEIGHT. This is probably currently set on 'plain letter paper'.

**PRINT QUALITY:** Change this setting to BEST.

**OTHER PRINTING NOTES:**

- **Test Printing.** It is always a good idea to test print on plain paper cut to the size of your project before using the actual stock for your project. Test printing allows you to check the alignment and

look of your project, and gives you the opportunity to confirm the way in which the stock will be loaded into the printer (face up, face down, etc.).

- Manually feed the paper into the printer. It is recommended that you manually feed the paper, rather than placing a stack of paper on the printer's tray. This will minimize the chance of a paper jam. (You can send the whole job at once, but remove all paper from the printer before sending. You will then be able to put each sheet in one at a time).
- Do not stack paper after printing. Allow each sheet time for ink to dry before placing one on top of the other. This will help to avoid smearing of ink.
- Adjusting the margins. Additionally, if you are still having problems getting the correct alignment after checking these tips, you can adjust the top margin of the template if the text is printing too high or too low. To do this, you would open the template and click FILE >> PAGE SETUP. Then in the margins tab, either increase or decrease the top margin according to how high or low the text is printing. For example, if the text is 1/4" too high, then increase the top margin by .25". If the text is too low, then decrease the top margin by .25". When increasing the top margin, be careful not to increase it too much. It may cause the last row to shift onto the next page. If this happens, reduce the bottom margin.

### **Should I use an ink jet printer or a laser printer for at-home printing?**

Jostens strongly suggests that consumers use an ink jet printer to print on our products.

Our products are compatible with most home and home office printers currently in use, both laser and ink jet, and do product testing to ensure this compatibility. However, due to printer manufacturers' specifications not within our control, some laser printers are not compatible with our foiled products.

If you only have a laser jet printer available, we strongly suggest that consumers check their printer manuals for paper requirements and related instructions to ensure compatibility. You can consult your printer's instruction manual or contact the help desk of your printer manufacturer to confirm compatibility with your product.

Some important notes:

- We recommend using the "manual feed" and "best quality" options for all of our printable products.
- Our Invitations are produced on 80# cover cardstock.
- Our items are smaller than standard sized paper; you will need to adjust the PAPER SIZE setting in your printer's properties to print your project.
- We do not recommend or support printing to envelopes.

### **How do I create a custom paper size in my printer settings?**

When working with our custom size paper you will need to set up a custom size paper setting. Below are our step by step directions for setting up a custom size page set up for our Personalized PDF's in most printers.

*Please note that directions could vary from printer to printer. Jostens strongly suggests that consumers check their printer manuals for paper requirements and related instructions to ensure perfect printing. You can consult your printer's instruction manual or contact the help desk of your printer manufacturer to confirm compatibility with your product.*

Before printing, check and adjust the following printer settings: (to access these settings, click on FILE→PRINT→PROPERTIES, a new box will open up which will contain the various setting options within your printer; search in these tabs for the following settings)

1. PAPER SIZE: In the DOCUMENT SIZE drop down menu, select CUSTOM SIZE and enter in the width and height of your paper:
  - a. 5" x 7" for the Invitations
  - b. 5.5" x 6.25" for the Return Address Labels
2. Select "Print at Actual Size." Do not select "Fit to Page" or "Scale to Fit" as this will skew positioning dramatically.
3. PAPER/MEDIA TYPE: Set your printer's paper type to CARDSTOCK or HEAVYWEIGHT. This is probably currently set on 'plain letter paper'.
4. PRINT QUALITY: Change this setting to BEST.
5. Use the bypass tray if at all possible; this will allow for a more direct line and less chance of a miss feed
6. Print one sheet at a time

#### OTHER PRINTING NOTES:

- Test Printing. It is always a good idea to test print on plain paper cut to the size of your project before using the actual stock for your project. Test printing allows you to check the alignment and look of your project, and gives you the opportunity to confirm the way in which the stock will be loaded into the printer (face up, face down, etc.).
- Manually feed the paper into the printer. It is recommended that you manually feed the paper, rather than placing a stack of paper on the printer's tray. This will minimize the chance of a paper jam. (You can send the whole job at once, but remove all paper from the printer before sending. You will then be able to put each sheet in one at a time).
- Do not stack paper after printing. Allow each sheet time for ink to dry before placing one on top of the other. This will help to avoid smearing of ink.
- Adjusting the margins. Additionally, if you are still having problems getting the correct alignment after checking these tips, you can adjust the top margin of the template if the text is printing too high or too low. To do this, you would open the template and click FILE >> PAGE SETUP. Then in the margins tab, either increase or decrease the top margin according to how high or low the text is printing. For example, if the text is 1/4" too high, then increase the top margin by .25". If the text is too low, then decrease the top margin by .25". When increasing the top margin, be careful not to increase it too much. It may cause the last row to shift onto the next page. If this happens, reduce the bottom margin.

#### **Is there a template available for printing on my envelopes?**

We do not recommend or support printing to envelopes.

#### **I think my kit may be missing some pieces?**

If it seems you are missing a piece in your kit, please [contact us](#) Monday through Friday 8 a.m. – 5 p.m. CT. We strive to answer emails within 24 hours. Be sure to include the following information with your message: – the product you purchased and the specific pieces that are missing. A member of our Customer Service Department will work with you directly.

#### **What if a portion of my kit is damaged?**

If a portion of your kit is damaged, please [contact us](#) Monday through Friday 8 a.m. – 5 p.m. CT. We strive to answer emails within 24 hours. Be sure to include the following information with your message: –the product you purchased and the specific pieces that are damaged. A member of our Customer Service Department will work with you directly.

**Can I buy just one piece from a kit?**

Our kits are assembled together at the time of manufacture, and because of this, the individual pieces are not available for sale separately.