PERSONALIZE YOUR FILES

STEP ONE:
Download to your computer

Files cannot
be edited in the
browser window,
on tablets or
mobile devices

DOWNLOAD HERE

STEP TWO:
Install and Open Adobe Acrobat Reader DC
(Not Adobe Acrobat Pro DC)

Available for free here:
www.get.adobe.com/reader

STEP THREE:
Choose File > Open from the menu and select your file

The areas highlighted in blue
show you what can be edited.
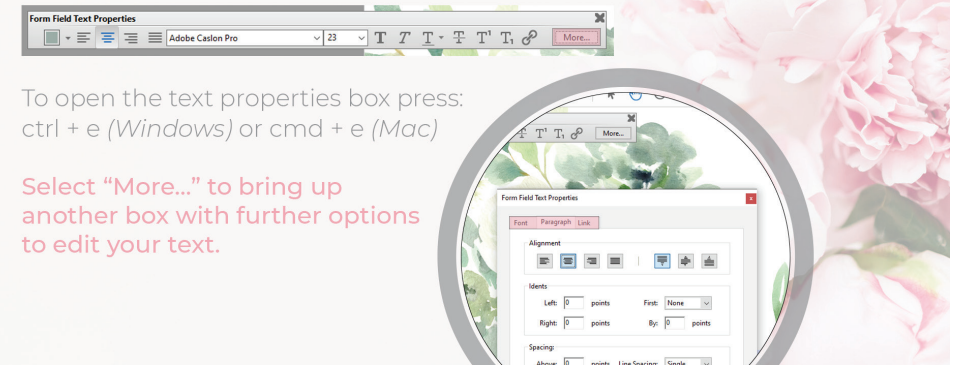All other areas are locked.

STEP FOUR: Personalize!
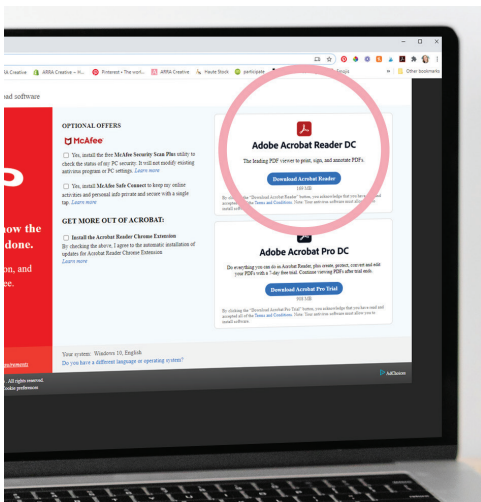### Select text and type.

To open the text properties box press:
ctrl + e *(Windows)* or cmd + e *(Mac)*

Select "More..." to bring up
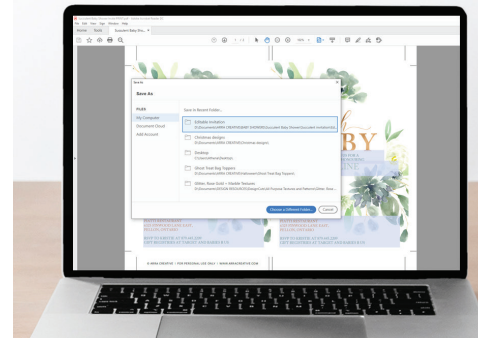another box with further options
to edit your text.

STEP FIVE:
Save and Print

ARRACREATIVE

Printing at home

If you have a colour printer at home this is a great option that will save you money and produce great results (depending on the quality of your printer). We recommend doing a test print to see if you're happy with the results.

Most of our files are set up to print on standard 8.5" x 11" letter-sized sheets which is ideal for printing at home. You will however need to trim them yourself once they're printed.

1. Choose your paper.
This will depend on what you're printing. For anything that needs a heavier weighted paper like invitations, tags, game cards and banners we recommend a **bright white matte card stock (110 lb or more)**. For creating stickers or labels you can use letter-sized sticker project paper or **regular matte paper** if you plan on using an adhesive like a glue stick. For prints you plan on framing, a regular bright white paper will suit. Please make sure you choose paper or card stock that is suited for the type of printer you have: ink jet or laser.

2. Print from Adobe Acrobat Reader if you're printing one of our editable files.
To do this, please open Adobe Reader and go to File > Print. Please note that the blue highlighting you see on screen when editing will not print. It is only there to show you the editable areas.

3. Adjust your print settings.
Once you select print, a print dialogue box will open up and there are some important settings here.

- For best quality, please deselect the "save ink/toner" box and the "print in grayscale" box.
- Choose which pages you'd like to print. If you'd only like to print certain pages you can type in which ones you would like separated by commas (1,3,5) or (1-4,6).
- Please always **print at 100%** (actual size), all of our files are designed with printer settings in mind and do not need to be "Fit" to the page or shrunk.

Printing online

There are lots of great sites offering online printing, but before you choose where to print you'll first need to convert your editable PDFs to a flattened PDF or JPG file *(if your file is not editable you can skip this step)*.

Convert to PDF: To do this please go to File > Print and in the print dialogue box instead of choosing your printer, choose "Adobe PDF" instead then hit print. Another box will appear onscreen (or in your taskbar) asking you where you'd like to save your file. Make your selection and hit save. This will give you a high quality, flattened PDF file you can load onto any website for online printing.

Convert to JPG: To do this please upload your file for free here and follow the steps on the screen to receive a flattened JPG file.

Emailing or Texting your invitations
If you would like to email or text your invitation, please edit the "EMAIL" file provided in Adobe Acrobat Reader and save. Then follow the steps above to convert to JPG.

Most Affordable DIY Option: An easy and affordable alternative if your home printer isn't up to the job is to use the **document printing services** offered by Staples or Office Depot. This will give you high quality prints on letter-sized paper that you can then trim and assemble at home. Make sure you choose the correct type of paper to print on *(see tips to the left)* and don't choose "fit to page". This is especially great for printing our games, banners, tags, treat bag toppers, cupcake toppers and wrappers and more!

Non-DIY Printing Options: If you're looking to receive pre-cut and assembled products such as invitations, labels, stickers, thank you cards and signs then we recommend the sites below.

- **Welcome signs (sized 16" x 20" and larger):**
  Foam boards (for easels) choose size and upload your design.
  Posters (to frame): choose size and paper then upload your design.
- **Invitations** (sized 5" x 7"): Staples, Office Depot, Shutterfly
- **Signs** (sized 5" x 7" and 8" x 10"): Shutterfly choose paper finish and size *(we recommend the matte finish).*

*** Please note that some of these printing options are affiliate linkswhich means that at no cost to you, we will receive compensation should you decide to use their services.***