



HOW TO GUIDE

IMPORTANT:

ADOBE READER IS REQUIRED
in order to EDIT your template.

It is FREE and can be installed on both Macs and PCs.

Here is the link to download:

<https://get.adobe.com/reader>

HOW TO SELECT SINGLE VS DOUBLE

You will receive a set of SINGLE and DOUBLE PDF files.

Select SINGLE when:

- Using an online printer like Vista Print (Note: many online providers require you convert the PDF file to JPG see the instructions in **FAQs** on how to convert your file to JPG)

Select DOUBLE when:

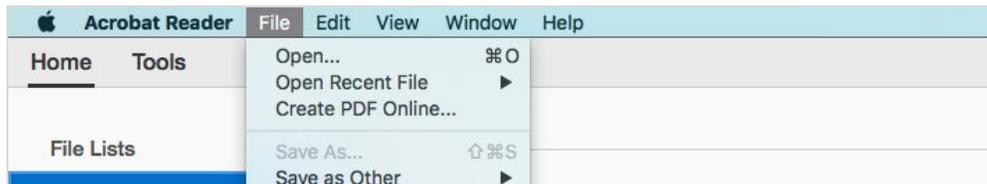
- Printing at home
- Using your local printing store (Staples, Kinkos, etc.)

HOW TO EDIT YOUR TEMPLATE

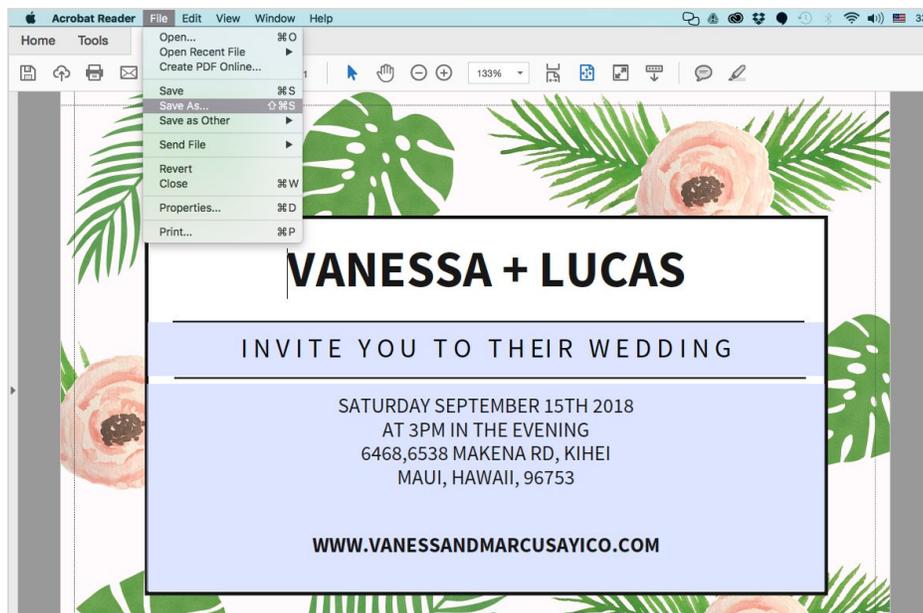
STEP 1: Download and install Adobe Reader <https://get.adobe.com/reader>

STEP 2: Open Adobe Reader on your desktop computer (our templates cannot be edited on your mobile device)

STEP 3: Open the template you want edit by going to *File > Open* and find the location of the downloaded template



STEP 4: Edit with your details in the editable *blue* box. Click **Save As** to save all your changes. For instructions on how to change the font color, size, and font (only if necessary and only applicable in the editable blue box) see the FAQs below.



Questions? Email us @ hello@sparkled.co or submit a HELP request on sparkled.co

HOW TO PRINT

WE RECOMMEND SELECTING YOUR OWN PAPER:

Not only is it fun to select your own paper, but you will get to feel the texture and thickness. We recommend using: 80-110 lb. Cardstock paper. The higher the weight, the thicker the stock.

We only use [Paper Source](#) to create our samples. We mainly use Paper Source's cover or favorite is their GSM, grams per square meter, Cardstock that comes in 210gsm (around 80lbs) or 300gsm (around 110lbs).

If you are purchasing a specialty paper such as vellum or pearlized cardstock make sure that it will work with your printer.

Our templates are formatted to be printed on standard letter size paper (8.5 "x 11") and will require you to trim the page using a paper cutter.

WE RECOMMEND PRINTING AT HOME OR YOUR LOCAL PRINTING SHOP:

Follow this link to view your closest printing shop:

<https://www.google.com/maps/dir/Current+Location/Print+shop>

Make sure the settings are adjusted to the following:

Page Scale - 100% or "No Scaling"

Size Option - "Actual Size"

WE RECOMMEND NOT USING YOUR LOCAL SHOP'S SITE OR ONLINE PRINTERS AS THEIR PAPER OPTIONS ARE LIMITED.

For ideas on how to enhance your invitation with fun envelope liners, follow our blog:

<https://www.sparkled.co/blogs/trends-tutorials>

FAQs

1: Why is my template or fonts not displaying properly? Why can't I edit my template? Why can't I save my template?

Make sure you are opening your template using <https://get.adobe.com/reader>. Many issues reported are due to not opening your template with Adobe Reader and trying to edit the template in the download window.

2: How do I edit the font size, color, and font type?

On your keyboard select:

- Mac computer Press [command-E]
- PC Computer press [Ctrl-E]

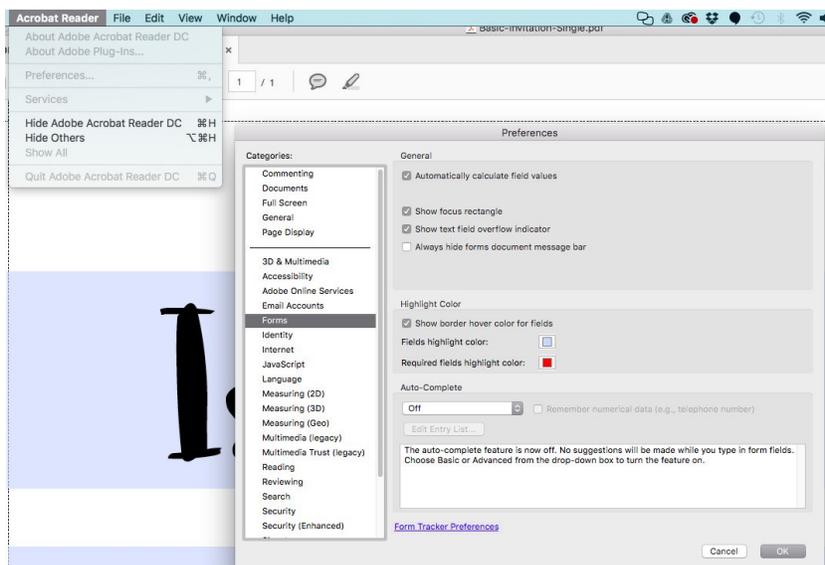
Then the Form Field Text Properties will appear:



3: Why am I seeing plus marks in my template?

Your Adobe Reader version has the 'text field overflow indicators ON'

Here are the steps to remove the text flow indicators:



Step 1: To the Adobe Reader 'Preferences'

Step 2: Click on the 'Forms' area

Step 3: Then you will see 'show text flow indicator' with a check box beside it.

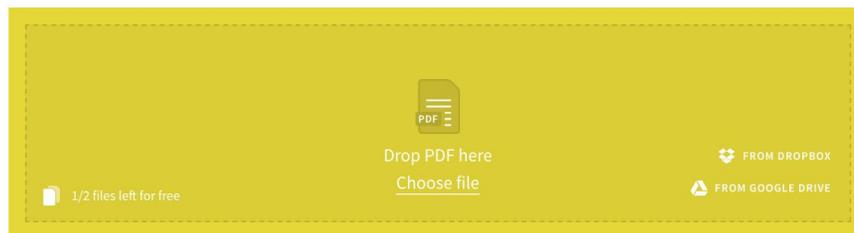
Step 4: Uncheck the box beside it, and the issue should be solved.

4: How do I convert my edited PDF file to a JPG?

Step 1: Go to smallpdf.com and select PDF to JPG:



Step 2: Upload your PDF template you want to convert:



Step 3: Select Convert entire pages. Your PDF template will be converted to a zipped JPG file simply download



4: How do I print a Double Sided PDF?

The instructions provided below are sourced from:

<https://www.techwalla.com/articles/how-to-print-a-double-sided-pdf>

Step 1: Click "File" and "Print." Click on the check box next to "Reverse pages." Click on the down arrow next to "Subset:" and select "Even pages only." Note: The "Reverse pages" option is not available on a PDF containing only one page.

Step 2: Click "OK." The even pages will print. If using an ink-jet printer, let the printed pages dry for two to three minutes.

Step 3: Turn the printed pages face down if using a top-loading printer, or face up if using a bottom-loading printer, and reload them.

Step 4: If using a laser printer, use the "Bypass" or "Manual feed" tray. Place the paper in the tray with the printed side face down.

Step 5: Click "File" and "Print." Click on the check box next to "Reverse pages." Click on the down arrow next to "Subset:" and select "Odd pages only." Click "OK" to print the remaining pages of the document.