

*PLEASE PRINT THESE TIPS AND THEN DOWNLOAD YOUR TEMPLATE FROM
THE PRODUCT PAGE ONLINE TO GET STARTED.

BLACK AND WHITE DAMASK INVITATION KIT, ITEM # 78447

STEP 1: SELECT AND OPEN YOUR TEMPLATE AT <http://www.gartnerstudios.com/search-for-templates/>

- Enter the item # 78447 into the search bar and click 'GO'.
- For each piece of your kit you will see a pink link labeled 'Download Template' that you can click on. Then you will be given the option to 'Open', 'Save' or 'Save As', you will want to select 'Open'. The template will then open in Microsoft Word.
- Replace sample text in the template by highlighting the sample text, and typing over it. You can then format the font style, size, and/or color with the directions below.

STEP 2: FORMATTING YOUR PROJECT - MAKE SURE TO TYPE YOUR PERSONALIZED TEXT FIRST!

- To change font style and size, please highlight the text you wish to change, and then click on **FORMAT** in the top toolbar, and select **FONT** from the drop down menu to open the font options box.
- For Word 2007, the font formatting options can be accessed by right-clicking after highlighting the text and choosing **HOME** from the toolbar and selecting your changes from the **FONT** section .

STEP 3: SAVING YOUR PROJECT:

- To save your project, click on **FILE** in the top toolbar, and select "**Save As...**" from the drop-down menu.
- For Word 2007 users, click on the "Office" icon at the top left corner, and select **SAVE AS<< Word Document**.
- A "Save As" dialog box will then open; in this box you can set the location where this document will save (i.e. "My Documents," "Desktop," a disk drive, etc) and create a title for your document. Make sure that the "Save As Type" field says "Word Document" or "Microsoft Word Document." Click on **SAVE** to finish. Once you do this, you will have a copy of the template saved to your computer, which you can return to at anytime.
- To retrieve this, launch Microsoft Word, and click on **FILE<< OPEN** to browse for your saved project.

STEP 4: BEFORE PRINTING, CHECK AND ADJUST THE FOLLOWING PRINTER SETTINGS:

- To access these settings: click on **FILE<< PRINT** to open the "print dialog box." In this box, click on the **PROPERTIES** or **PREFERENCES** button. A new box will open up which will contain the various setting options within your printer. Search in these tabs for the settings described below.
 - **PAPER SIZE:** In the paper-size drop-down box, select **CUSTOM SIZE**, if available, and set the paper size to:

For the Invitation and Label Sheets: 5" x 7"

- If using the "Landscape" template, you may also need to change the orientation setting in your printer properties.
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For the response/direction cards: 4.75" x 6.5"

- 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 will 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:** This is typically defaulted to 'plain letter paper.' Set your printer's paper type to **CARDSTOCK** OR **HEAVYWEIGHT**.
- **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).
- **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.

Additional Questions? Ask us at [GartnerStudiosHelp](http://www.gartnerstudios.com/support) (<http://www.gartnerstudios.com/support>)
Consumer help is available Monday - Friday, 8 a.m. to 5 p.m. CST except for major business holidays.

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