THANK YOU FOR YOUR PURCHASE!

Editing your Match Set Love printables is quick and easy.

Follow our step-by-step instructions and soon you will be able to show off your pretty papers for your special celebration! This document looks quite hefty, but not to worry, it is very easy.

Install

STEP 1:

To edit these templates you will have to download the latest version of Adobe Acrobat Reader DC & **use a desktop computer.**

PLEASE NOTE:
These templates will not work on a mobile device or phone neither on Apple's default previews or pages. Templates may open in your MACs Preview program by default. This will allow you to edit the template but will cause formatting issues and problems saving the template. Always make sure the template has opened in Adobe Acrobat Reader. If the file has been opened in another program, you may need to delete and then download the file again, to avoid formatting issues.

Get your free download of the ADOBE ACROBAT READER DC here:
https://get.adobe.com/reader

STEP 2:

The font used for this product is called: CENTURY

Download this free font from here:
https://www.wfonts.com/font/century
and install if you do not have it installed on your desktop already.

>>> If you prefer not to install this font you will be able to choose
    a font that is already installed on your computer.

HOW TO INSTALL A FONT:
1. Download your font via the link advised in your instructional PDF and save it to your computer.
2. Unzip the file if required.
3. Right-click on the font file > Install

Edit

STEP 1:
Open your template in Adobe Acrobat Reader. Use one of the following methods to make sure that you are using the correct program.
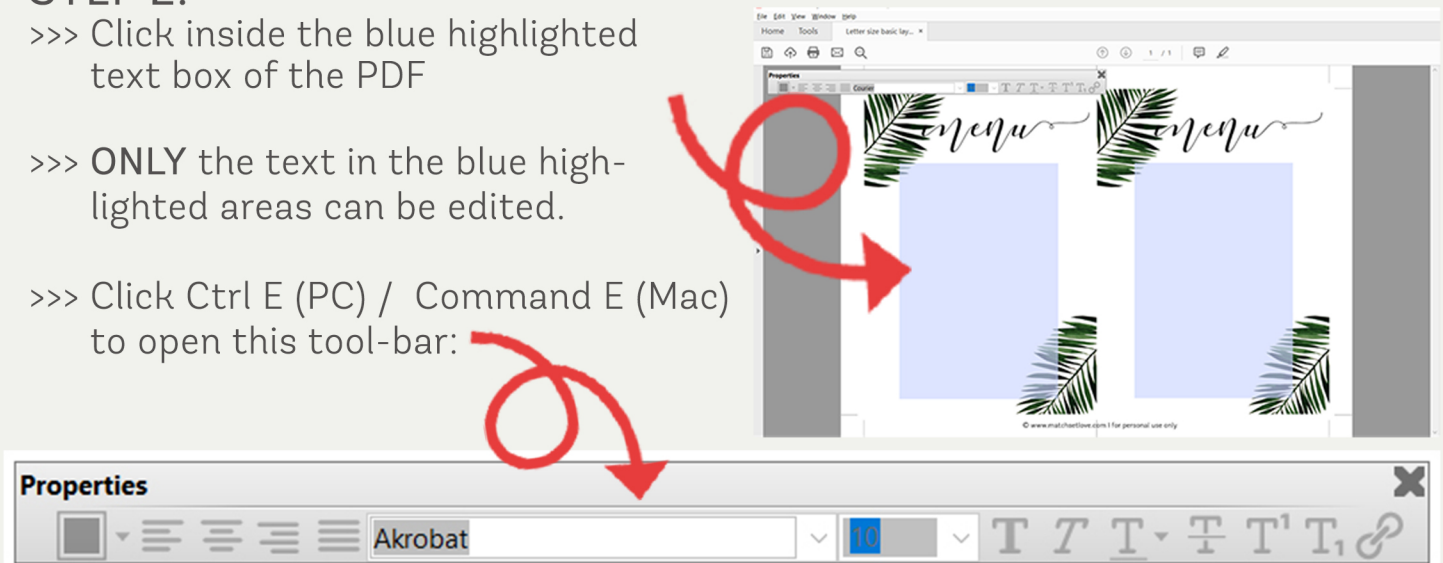Right-click the file and select Open With >>> Adobe Acrobat Reader
or
Open Adobe Acrobat Reader and go to File >>> Open

STEP 2:
>>> Click inside the blue highlighted
    text box of the PDF

>>> **ONLY** the text in the blue high-
    lighted areas can be edited.

>>> Click Ctrl E (PC) / Command E (Mac)
    to open this tool-bar:

>>> With this Font properties tool-bar you can edit the font, font size & font colour.

Your product will appear already laid out on a Letter Size page. (For bigger items eg. Welcome Boards/Seating charts) there will only be one per page.
TIP: Adjust your font size to a smaller size if you have to fit in more wording -
Remember to use Caps Lock if the original design has all capitals.

STEP 3:
Save each edited file under a NEW file name, to ensure that you have saved all your editing work.

TO SAVE FILE TO A NEW NAME:
>>> Click File >>> Save As (Choose where to save your file on your computer)
>>> Re-name the file >>> Click save.

TIP: You can always make changes at a later date for last-minute changes.

If you are using one file design for numerous prints, for example, your table numbers (and there are two table numbers per page), your file names for each page will have to be different. **For example:** Table numbers 1 and 2 //
Table numbers 3 and 4 // Table numbers 5 and 6 etc.

Print

PAPER
We suggest that you print on a good quality thick card stock. At least 80-100lb (250-300gsm for EU/UK) or more. Make sure to check your home printer's guidelines (if you are printing at home). The actual paper that you print on will depend on the style of your wedding. Most designs look best on nice crisp white or ivory card stock however, you can also use something with a bit more shine for glamour or a brown craft type card stock for a rustic feel.
For the printing of your welcome boards or seating charts – this can be done at your local printer on either a thick cardboard or on a normal paper which you then stick to a mounting board. We suggest that you stick this paper with a good quality double sided tape to the mounting board so that you do not see glue patches on your final product.

COLOUR
Keep in mind that computer screens and printers view colour in different modes, also computer screens are not calibrated which means that there can always be slight colour differences between what you see and what you print.

PRINTING LETTER LAYOUT ONTO A4 PAPER
Luckily, this can be done easily, there will be just a small size discrepancy.
When you open your PDF letter size file for printing
Go to >>> properties >> make sure you choose A4 as the paper size,
Go to >>> page handling & sizing >> choose 'fit >>> and print!

PRINTING OPTIONS
You have a few choices for printing your DIY editable templates.
>>> at home
>>> local print shop
>>> Online printer eg. vistaprint.com etc.

The least expensive option is printing at home. Most stationery items (except the big welcome boards etc.), has been laid out onto 8 x 11" letter pages so that you can make most of your paper.

If you prefer to have your files printed at your local print shop or via an Online print site we suggest that you 'flatten' your edited files before saving it to a USB stick or uploading it. Because you are dealing with an editable file, this will make sure that the text doesn't disappear.

At the local print shop, you can choose the card stock you want to have your files printed on and also request a sample print before committing to the whole order.

Print Continued:

At some of these shops, you can request that your files are trimmed at an extra fee. If you would like to go the route of printing via an Online print site there are a few things to keep in mind. Online printers could be a bit more expensive and you must also calculate extra shipping fees and shipping times. The types of files that you can upload to these sites may also vary and some for example only accept 'single' files, which means you have to print every item single instead of the prepared letter size version where you have 2 or more items (depending on what it is) per page.

HOW TO FLATTEN YOUR PDF

>>> Open your edited file in Adobe Acrobat Reader
>>> Click File >>> Click Print
>>> Select Adobe PDF in the printer settings and press OK
>>> The file will begin processing, after which you can enter a new file name and click Save.
>>> When you open the new file now, the layers will all be flat and you can now upload this file to your printer.

PLEASE NOTE:
After flattening your file you will not be able to edit it again.

TROUBLE SHOOTING

>> You uploaded your file and it was blank? A serious case of vanishing text. That is why we always recommend 'flattening' your PDF file, which means that your editable text is NOT editable anymore. See the section above on how to do this.

>> Your pages are not aligned? There can several reasons why your home printed files might not align correctly. Our files are designed to be centrally aligned, meaning that whether your paper size is US letter or A4, the template is designed in the center of the document. This ensures that when templates are printed on the reverse side, that they align with accuracy, give or take 1-2mm, which is the standard for home printing.
Make sure:
>>> that your ink cartridges have been properly aligned when they are installed.

>>> Make sure that your print settings are set appropriately, set to 'No Scaling' or 100%

>>> Make sure that you do not have any margins pre-set on your printer.

>>> Make sure that your paper has been loaded properly.

Cut & fold

The best results will be achieved when using a paper trimmer **or**
a ruler and craft knife with a cutting mat.

Use the crop marks provided as guides for your ruler to cut.

If you have items that needs a fold line such as the greeting cards and place cards
we suggest that you **first** score the print before cutting it by using the
___ score guides so that you will be able to make a neat fold.
You can score the print by either inserting the scoring 'blade' into your paper
trimmer OR use a ruler and the blunt side of a knife.

TIP: make sure your ruler is clean and dry before use so that you do not
     stain your pretty printable.

red - cutting lines

---
score
guides

fold

JUSTINE & SEBASTIAN
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thank
you

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NEED MORE INFO?
Go to www.matchsetlove.com/printables
Check out our Wedding Car Stickers and other wedding stickers here:
https://www.matchsetlove.com/product-category/weddings/

p.s. Remember I am just an email away:
hello@matchsetlove.com

xoxo
Liezel