ALL OUR PRINTABLES ARE DESIGNED TO PRINT AND CUT BOTH AT HOME OR, PROFESSIONALLY, AT ANY OFFICE SUPPLY STORE

How do I download my printables?

• **Personalized printables:** Within a maximum of 2 working days your personalized printables will be available at MY ACCOUNT » MY PRINTABLES. Download them by clicking the link.

• **Printables designed to use as is or to fill out by hand:** once the order has been placed go to: MY ACCOUNT » MY PRINTABLES. Download by clicking the link.

Download links expire after 60 days from the date of purchase, so please download your files within that time period and save them in a safe place.

How do I print the files?

You will need Adobe Acrobat Reader to open and print them. It is a standard free software used worldwide to view, print, and add comments to PDF documents. Be sure to use the latest version. You can find it by clicking here.

You can print the files at home or have them printed at a commercial printer. Commercial printers are not too expensive and tend to print colors brighter than home printers.

Please note that the files are set to print only on size A4 sheets (8.25 X 11.69 inches). We recommend printing on card stock. Cut along the dotted lines.

Where to print?

You can print the files at home or have them printed at a commercial printer. Commercial printers are not too expensive and tend to print colors brighter than home printers.

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• **Home color printers:** It is the easiest option if you have a good color printer. All you need to do is hit 'print' and print the high-resolution printables as many times as you like. We recommend printing on size A4 heavy white card stock. Please make sure your printer is set to 'actual size' and is not set to 'fitting to a page' so the original measurements of the file stay intact. Once printed, just trim.

• **Office supply stores:** Save your files to a USB drive and go into an office supply store to print out your printables. We recommend printing on size A4 heavy white card stock. Once printed, you can have your printables trimmed or trim them yourself.

Please note that color may vary depending on the printer and type of paper used.

Paper type

Print on some sort of heavy white card stock. If you use a linen paper with a subtle linen texture it will make everything look a bit richer. For labels, you may want to consider using sticky label paper.

Be aware of your whiteness level — do you want it to be warm and ecru-ey, or crisp and cool?

Most of our printables have crop marks so that you can either cut them at home or professionally at any office supply store. In some cases however, to avoid the added time and expense of using larger sheets and cutting them down to trim size, some printables are designed for and print on whole sheets.

How to trim printables without crop marks

To avoid the added time and expense of using larger sheets and cutting them down to trim size, some of our printables are designed for and print on whole sheets.

- **If there are 2 printables per page:**
  - **if using a guillotine paper trimmer:** cut into 2 identical rectangles, 5.8 in (148.5 mm) from the edge.
  - **at home:** with a pencil, draw a fine line dividing the size A4 sheet in half, into two rectangles of 148.5 mm each. Cut along the line.

- **If there are 3 printables per page:**
  - **if using a guillotine paper trimmer:** cut into 3 identical rectangles, 3,89 in (99 mm) and 7,79 in (198 mm) from the edge.
  - with a pencil, draw a fine line 3,89 in (99 mm) from the edge of the A4. Draw a second line 3,89 in (99 mm) from the other or 7,79 in (198 mm) from the edge. The lines will divide the size A4 sheet into three rectangles of 3,89 in (99 mm) each. Cut along the lines.

How to trim using crop marks

The crop marks are the vertical or horizontal tick marks that line up with the edges of the printables on the page. We use crop marks only when printing to a larger sheet of paper than the final trim size of the printables.

If cutting printables at home, you need three things before you get started: A cutting board, a straight edge (ideally metal rather than a plastic or wooden ruler), and a cutting knife.

Step 01
Place the sized A4 sheet on a cutting board.

Step 02
Line up your ruler with the crop marks.

Step 03
Hold the ruler firmly with your non-cutting hand. Run your knife between the crop marks (not cutting the ends of the paper) you can then still see the other lines. If you cut all the way to the edges you will lose half of your crop marks.

Repeat until you have cut all the printables.