

PIPKIN *paper co.*

PRINTING GUIDE



PRINTING YOUR TEMPLATES AT HOME

STEP ONE

Select Your Paper

We recommend using the thickest paper your printer will allow, which is usually between 65-100 lbs for most home printers. But to be safe, we encourage you to review your printer's specs either in the instruction manual that came with your printer or online.

For more information on choosing the right paper for your needs, see our handy [Paper Guide](#).

STEP TWO

Setup Your Printer

Set your Word printer settings to borderless printing if available.

To do this go to File > Page Setup > Paper Size > US Letter > US Letter Borderless. Then review your printer settings and set those to borderless as well.

If borderless is not available, you can still print on 8.5 x 11" cardstock using .25" margins.

STEP THREE

Print and Trim

If possible, print using your printer's rear-loading tray to prevent creasing your card stock or jamming your printer.

To trim your templates, you can either use a paper cutter or an X-acto knife and a ruler. You can also head on over to a place Kinkos and ask to use theirs for a couple bucks!

RECOMMENDED TOOLS

To make printing and trimming your invitations as easy as possible, here are some of the tools we recommend:

[PAPER SOURCE CARDSTOCK](#)
[MATCHING ENVELOPES](#)
[SWINGLINE PAPER TRIMMER](#)
[X-ACTO KNIFE](#) + [A RULER](#)

HELPFUL HINTS

ONE

Buy extra paper and ink. *You never know when your printer will decide to eat some of the paper or go a little too heavy on the ink, so it's best to come prepared.*

TWO

Run a test print first *and have as many friends and family members proof it as possible. There's nothing worse than printing 100 invitations only to realize you forgot an apostrophe or misspelled your father-in-law's name.*

THREE

Order the fancy paper. *A little shimmer or a hefty weight will make your invitations look more polished and professional than the run-of-the-mill paper from the craft store.*

FOUR

Ask your friends and family to help trim. *Buy a couple extra X-acto knives and enlist the help of your bridesmaids with the trimming. It will go a million times faster and even make the process a little more fun.*

FIVE

Give yourself plenty of time. *Editing and printing might take longer than you think, so if you think it might take you two weeks to create, print and assemble your invites, give yourself a month.*

PRINTING YOUR TEMPLATES AT A PROFESSIONAL PRINTER

STEP ONE

Select a Print Shop

Do your research before choosing a printer. While many printers accept Word-based files, some don't because the print quality isn't as high as you might get with a vector-based (Adobe Illustrator) file. Ask your printer what types of files they accept and what sort of quality you can expect when printing a Word file.

STEP TWO

Finalize Your Template

A best practice is to obtain a word template from your printer with the layout they require and then to copy and paste from our template into theirs. That will ensure that you have the correct size and margins for optimal printing.

STEP THREE

Save as a PDF

When you're ready to print, save your template as a PDF by clicking 'File' > 'Save As' and selecting 'PDF' from the 'Save as Type' dropdown.

If you have a PDF printer installed on your computer, you can increase the print quality by going to 'File' > 'Print' and selecting 'PDF' from the printer dropdown. Then go to 'Printer Properties' > 'Settings' and select 'High Quality Print'

HAVE A QUESTION THAT WE DIDN'T COVER? FEEL FREE TO SEND US A MESSAGE!



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