



Thank you for your purchase!

We really think we have the best way to create and edit templates and we hope you'll agree after using the **TEMPLETT** web application to edit your template.

HOW TO ACCESS YOUR TEMPLATE

OPTION 1

1. Look for an email from Templett

An email from Templett will be sent to the email address that is associated with your Etsy account. Please allow at least 5 minutes for your account to be created by Templett and your access link to be emailed. Don't forget to check your spam folder if you can't find the email.

2. Click the access link in your Templett email and follow the prompts to create a new Templett account.

OPTION 2

If you don't have access to the email you purchased with, go to <https://templett.com/design> and enter the email address linked to your Etsy order. Then click on the "Don't have access to this account?" and follow the prompts to access your account. After you are logged in, be sure to update your email address in your profile.

Once you are logged in, you can start editing your template. Remember to save your work while you edit. You can log back in at any time to edit, save and download your template. **Your template will be available to you for ONE year from the time of purchase.**

HAPPY EDITING!

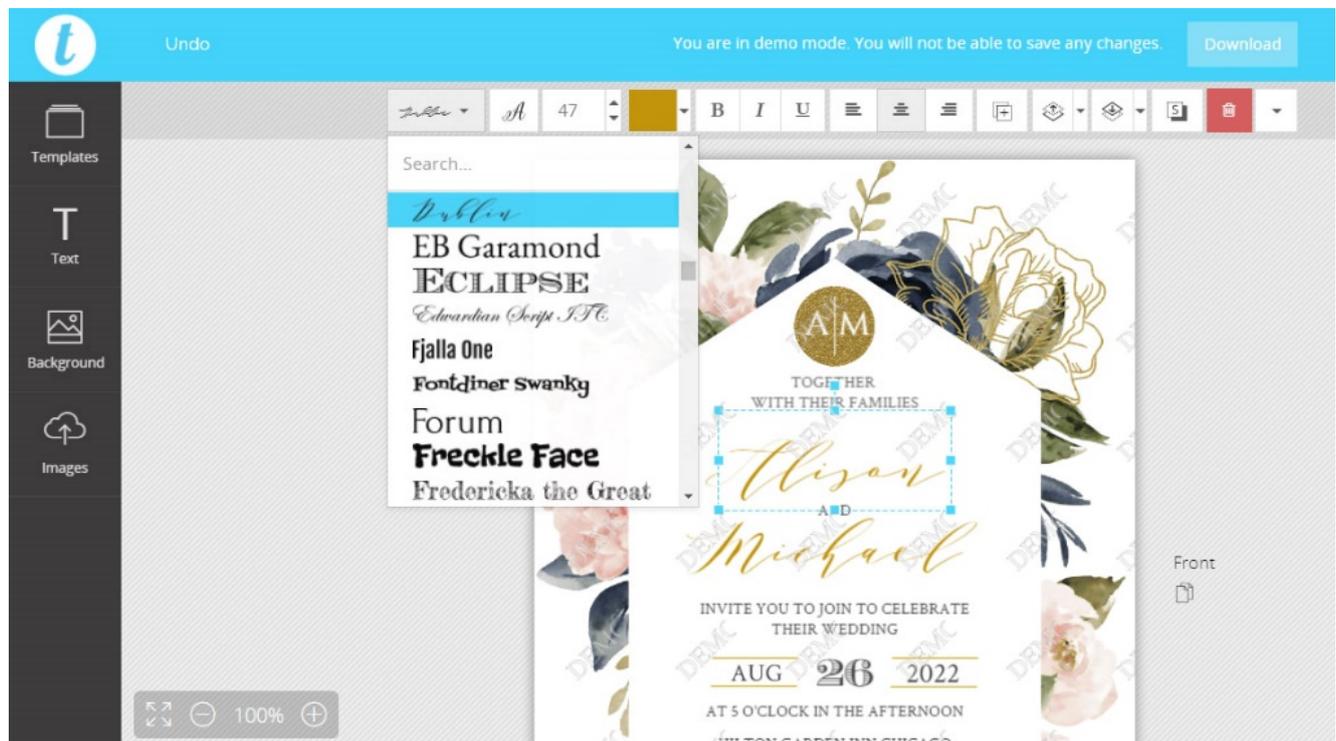
Yamila

HOW TO EDIT YOUR TEMPLATE

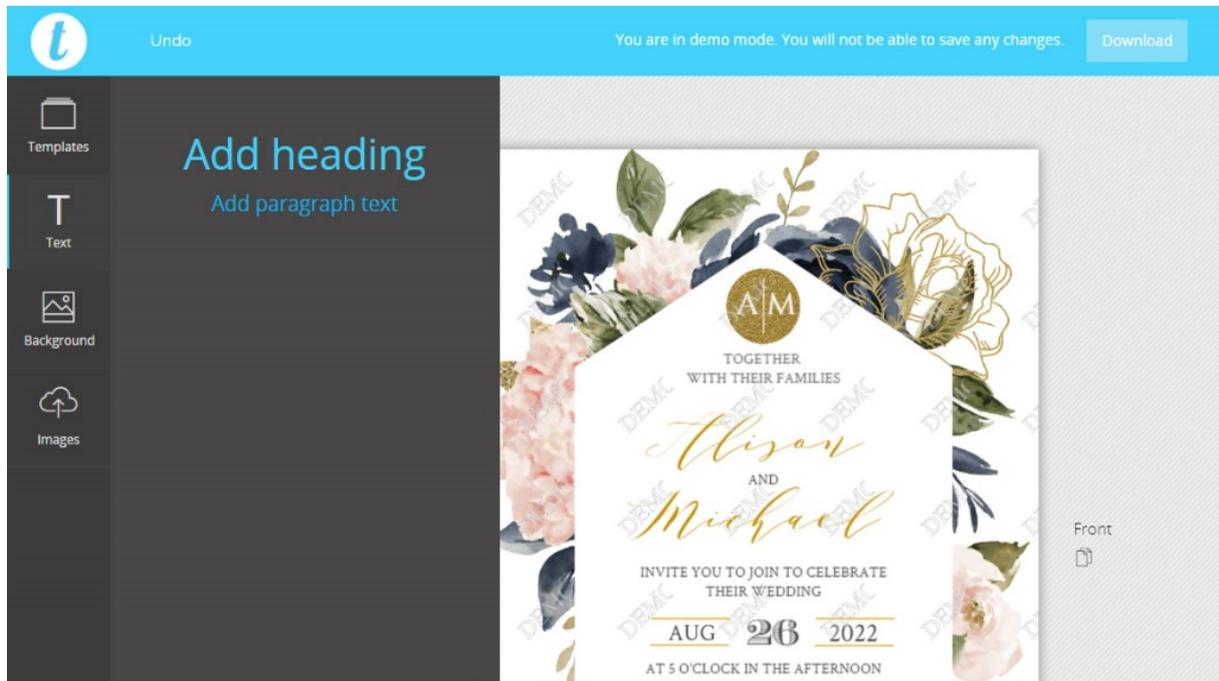
You'll find some helpful instructions below on how to edit your template to get it looking just the way you want it. It's great fun and easy, and if you make a mistake don't worry - just click the 'Undo' button!

EDITING YOUR TEMPLATE

- Double-click on a text box to begin editing text.
- A toolbar will appear, full of helpful editing tools.
- **Change the font** (style of text), change the text size, text color etc.
- **Move the position of the text box** by clicking inside the box and dragging to the desired position.
- **Resize the text box** by clicking and dragging on a corner to the desired size.
- **Rotate the text box** by clicking on the square 'handle' linked to the top of the text box and dragging to the left or right. The angle of rotation will be shown on the screen (in degrees).



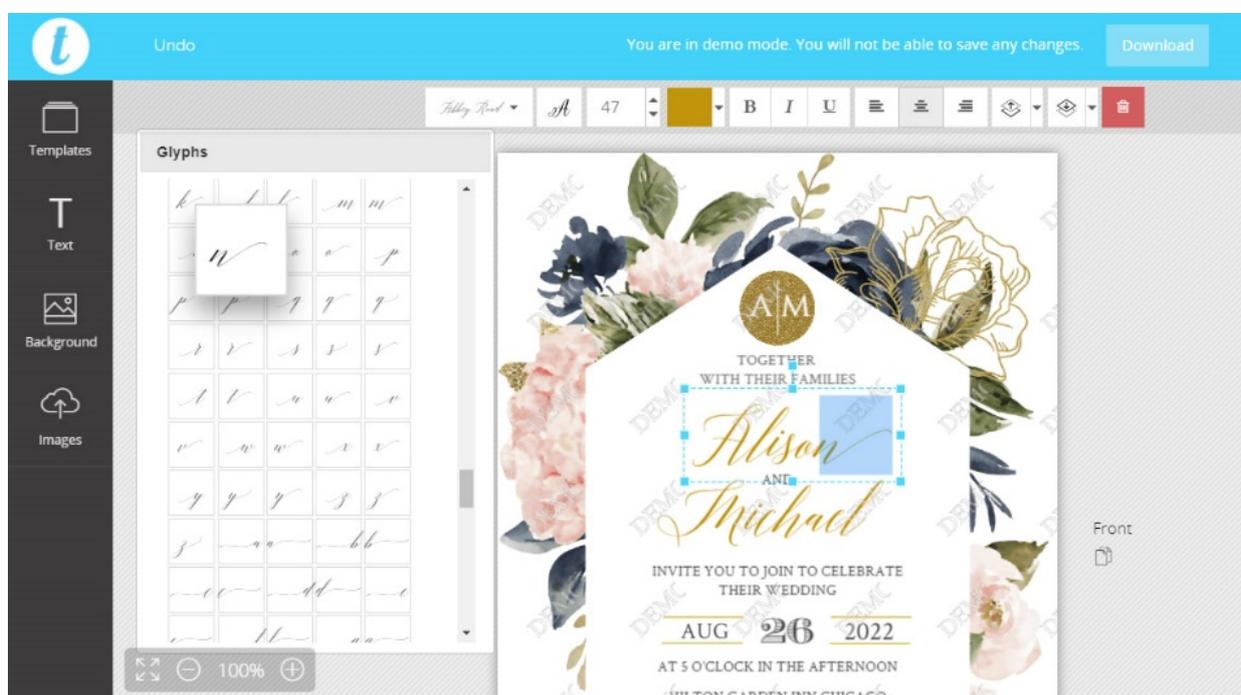
- **Add new text** by clicking on 'Text' in the left sidebar to add a new heading or text box. On some designs there are elements (motifs etc.) that can be edited. Click and drag to move the element. Click a corner and drag to resize the graphic element. Click on the handle at the top of the element and drag to rotate. You can also change the color of the element by clicking on it and selecting a different color in the toolbar.



ADDING GLYPHS (alternative characters)

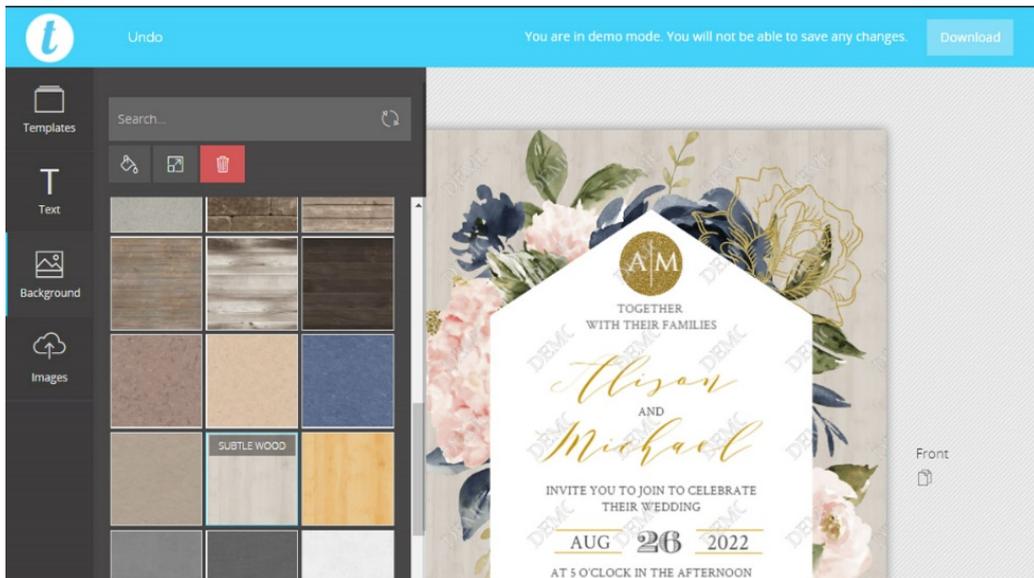
- Select the textbox that you want to edit on the template.
- Select the font you want to use (if you haven't already done it)
- Choose the character you want to replace (or set the cursor where you want the character to appear) and then select the glyph in the panel.

You can scroll through the glyphs panel and use any of the glyphs available. When you hover over a glyph, the glyph will be enlarged so you can see it more clearly. Note: some fonts do not have glyphs available. For more information, please see <http://templett.com/sellers/new-font-glyphs-panel/>



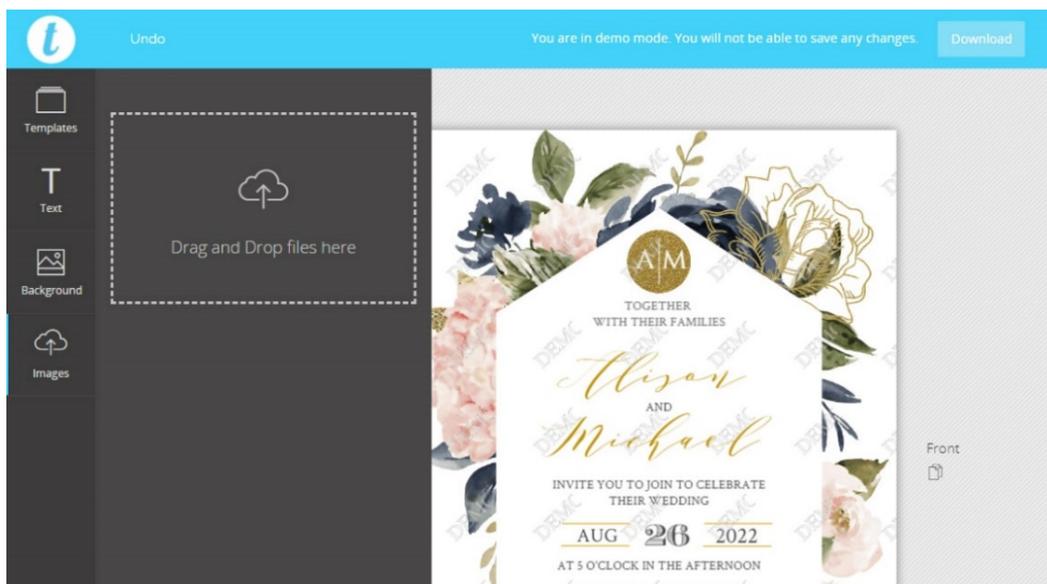
EDITING THE BACKGROUND OF YOUR TEMPLATE

- Click on 'Background' in the left sidebar.
- **Choose a background color** by selecting a color box, or by selecting a color of your choice from the available color palette (click on 'Show advanced' to access this).
- **Choose a background image** from any of the images shown. Hover over the image to see the image description.
- **To change the scale** of the background image, click the Background Scale button and move the slider to change the scale.



UPLOADING AN IMAGE TO YOUR TEMPLATE

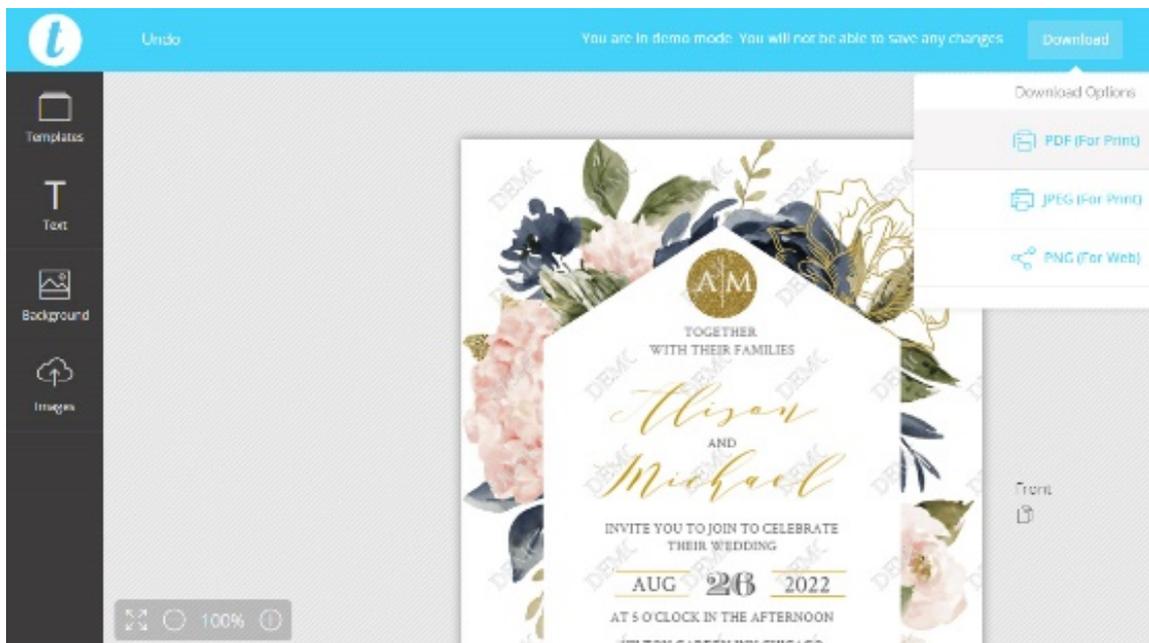
- Click on 'Images' in the left sidebar.
- Use this feature **to add a photo, your own graphic element or monogram** etc.
- You can upload any file that is a **JPG, PNG or SVG**.
- **Upload an image** by dragging and dropping it to the box that appears.
- Alternatively, click on the box and you will be invited to select an image file from your computer.



DOWNLOADING YOUR TEMPLATE

Once you are happy with your template, it's time to download it and then print it. Note that you must download and then print your files (you don't print them from the Templett application). You have **3 options** for downloading your template:

- **PDF** (for printing on your home printer, or at a local copy store) To download a high quality PDF of your template for printing, click the Download button and then click PDF. You can choose whether you want trim marks or not. You also have a Save Paper option. This will fit as many templates on a page as possible to help you save paper. It's great if you are printing at home.
- **JPEG** (for printing at a local copy store or to upload to an online print vendor. To download a high quality JPG of your template for printing, click the Download button and then click JPEG. You can choose whether you want a full bleed or not. If you are sending to a professional printer, they will probably want a full bleed.
- **PNG** (for web) To download a PNG image of your template for web use, click the Download button and then click PNG. This option is good for sharing on the web.



PRINTING

Please note: You **MUST** download your template before printing. You cannot print directly from the application. Printing options include:

HOME PRINTER

For templates 8 1/2" x 11" or smaller, printing at home is a perfect option. Here are some tips.

- We recommend you use standard copy paper as test sheets before printing on card stock. Test prints are useful to ensure proper printer settings, desired colors, and text/artwork are within trim marks. If your template requires trimming and/or folding, it's a good idea to do this on test sheets to prevent any problems in advance. As with any print project, it's

important to **PROOF** the text. Have a friend or family member review the print - a second or third set of eyes will often notice things that you overlook.

- Be sure the document prints at '100%' or 'Actual Size' in the print settings (sometimes 'Scale to fit' will automatically be selected).
- **2-Sided Printing:** For templates that require 2-sided printing, first print the front page only. Then place the printed page back into the paper tray to print the back side. This may require some trial and error to get the correct orientation, so using test sheets are recommended before printing on card stock. **Important to note:** Printing 2-sided templates do not always achieve a perfect outcome. The paper can shift slightly in the printer as it's being fed through and cause the front to not be perfectly aligned with the back of the template. Most printers (even at professional print shops) do not print perfectly aligned, and alignment can vary from printer to printer. When printing 2-sided templates, be sure to keep text and designs at least 1/4" from the edge of the template, that way if there are any misalignments when printing, they will be less noticeable. Background images are ok to go off the template if that is part of the design. You should also consider getting 2-sided templates printed professionally for the best results.
- **Choosing Paper:** It's best to use thick card stock. Card stock comes in weights anywhere from 67 lb.-140 lb. weights, the higher the weight, the thicker the stock. A big factor in determining which weight to choose is what weight of paper your printer will accept. Most home printers will comfortably print on 90-110 lb. stock. If you are purchasing a specialty paper such as vellum, or paper with pearlized or iridescent surfaces, make sure that it will work with your printer type.

ONLINE PRINTER, COPY CENTER OR PROFESSIONAL PRINT SHOP

You have the option of taking your PDF or JPEG file to a print shop or online printer and getting it professionally printed. Copy centers such as Staples, OfficeMax and FedEx Kinkos are affordable and convenient options as well. Many will let you send or upload your file to their site, select a paper stock and simply pick up the print-outs in 1-2 days. The PDF and JPEG file are 300dpi, which is the standard for professional printing.

TRIMMING INSTRUCTIONS Trim marks can be added to your file by clicking on the **SHOW TRIM MARKS** option when you download your **PDF**. To format your file with multiple templates on a page, click the **SAVE PAPER** option. We recommend using one of the following trim options:

OPTION 1: X-ACTO KNIFE & RULER This method will yield the quickest and most efficient results. To protect your surface from damage, be sure to use a cutting mat.

OPTION 3: SCISSORS Line up a ruler to the trim marks to draw a very light line with a pencil. Repeat this until you have drawn all 4 edges. Use scissors to cut along the pencil lines.

SCORE & FOLD INSTRUCTIONS

If your template requires a fold, it's best to score the paper prior to trimming. This will produce a clean and crisp fold that will make your cards look professional.

TIP: if you do not have a bone folder, you can use the non-serrated edge of a plastic knife or a credit card.

QUESTIONS?

Send a message via Etsy convo. We are always available for support.