IT IS 5" FROM EACH CROP MARK

## **TEST EDITABLE** PRINTABLE TEMPLATE

### **IMPORTANT: ONLY USE ADOBE READER FOR TEXT EDITS ON YOUR EDITABLE PRINTABLES**

- See the listing gallery images to determine what text is editable - as not all text can be edited.
- To test print double-sided pieces, print these two pages back to back... and ALWAYS print at 100% NOT set to scale or it will not print correctly
- For invitations, favor tags and such we recommend 110 lb Card Stock. For Wedding invitations we do recommend using 90-110 lb Cover Stock.

TEST THE TEXT BELOW BY CLICKING INSIDE THE BOX

If the font are substituting or you are having formatting issues or you cannot save this file, PLEASE make sure you are editing this template using the free Adobe Reader IT IS 5" FROM EACH CROP MARK

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 $\Gamma$  is 7" from each crop mark

# HOW TO USE THE TEXT PROPERTIES TOOLBAR TO CHANGE THE TEXT/FONT SIZE

## **IMPORTANT:** ONLY USE ADOBE READER FOR TEXT EDITS ON YOUR EDITABLE PRINTABLES

With MOST editable PDFs you will be able change the text field font/text sizes to be larger or smaller. For example: If your name is too long (you will reduce the font)...or... if you want the font larger (you will enlarge the text/font).

#### Follow these simple steps to change font/text size (larger or smaller)

- 1 Highlight the text you want to change
- 2 Press Control+E for a PC, or Command+E on a Mac This will bring up the "Text Properties Toolbar"
- 3 Now, in the 'toolbar', change the font size larger or smaller.

#### TEST THE TEXT BELOW BY CLICKING INSIDE THE BOX

**SOMETHING TO WATCH FOR** - After changing the font size, if you see a plus sign "+" at the bottom of your text block, it means you have either... too much text... your text size is too large... or there is an extra return in the text block. **TO FIX THIS:** You will need to change the font size...OR... get rid of the extra return... because this plus sign "+" WILL PRINT if you don't fix it.

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# HOW TO USE THE TEXT PROPERTIES TOOLBAR TO CHANGE THE TEXT/FONT COLOR

# **IMPORTANT: ONLY USE ADOBE READER FOR TEXT EDITS ON YOUR EDITABLE PRINTABLES**

With MOST editable PDFs you will be able change font color, just follow' these simple steps below with your TEXT PROPERTIES TOOLBAR OPEN:

- 1 Highlight the text you want to change
- 2 Press Control+E (or Command+E on a Mac)
  This will bring up the "Text Properties Toolbar"
- 3 Click on "MORE" button
- 4 With new window open, click on "COLOR"
- 5 Click on the "EYE DROP" button
- 6 This will bring up a magnifying circle, move it around the PDF until you find the color you want to use. Then click on the color.
- 7 Once color is set, close the color window, by clicking on the 'red dot' at the top left corner of the window... doing this will set the new color.
- 8 Click off text to see that the color has changed. If you like it, move on. If you don't, repeat until you get the color you want.

TEST THE TEXT BELOW BY CLICKING INSIDE THE BOX

**OPTIONAL:** If you know the RGB numbers for your colors, you may type them in instead of using the 'eyedropper', just make sure to close the window to set the color.

#### THE GREEN LINES ARE CROP MARKS