



How to assemble the concertina style invites

First you must decide if you are going to print your invite on a home ink jet printer or at a local copy centre or commercial printers.

Are you going to print your invites at home?

YES

NO

Besides paper and envelopes you **will** need –
an ink jet printer, a ruler, a craft knife, ribbon and paper fasteners.
You **may** also need –
a can of spray adhesive, a rolling pin, some old newspaper and a pen with white ink.

It's worth spending the extra for some high quality photographic card with a weight of around 250gsm or more. HP, Canon, Epsom and most other inkjet print manufacturers produce a range of photographic papers suited to this task. Buy using these papers you will get excellent quality.

Print out the file called "Invites"

At Ink Invites we offer a printing service (and orders include free envelopes) but you are free to have your invites printed elsewhere.

By using a commercial printer you can choose from different kinds of cards to have your invites printed on. We advise against using low cost copy centers as the results are often disappointing.

When getting quotes, be sure to let the printer know that the invite is "single sided" and folded concertina (and not DLE) style. Be sure to ask them to trim off the 5mm bleed as per the crop marks. Note that some designs incorporate a white border.

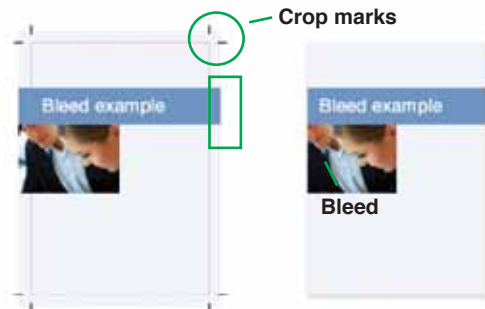
TIPS:

- As the quality varies drastically between shops, it's wise to ask them to print out one invite so that you are able to judge colour fidelity and quality.
- Ask to see matt and glossy cards. While very few designs look nice on brightly coloured cards, some look beautiful on faintly silver or metallic stock.
- Ask to see different paper weights. Don't go too thin on your paper stock. You want a nice thick card if your invites are to look and feel smart.
- If your budget affords it, ask about laminates. Our favourite are the silky matt laminates but you may prefer the shiny over gloss ones.
- Shop around and get quotes. Prices vary a lot.

You are finished!

Write in the guests' names (use a white ink or silver ink pen for dark coloured invites). Post your invites in an E9 sized envelope (sometimes also called 9's). The thank you cards also use this sized envelope.

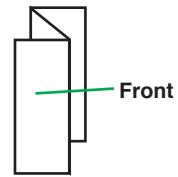
Now you must trim each of your invites out of the sheet of card they were printed on. You will need a craft knife and a ruler for this. Do not be tempted to use scissors as it is very difficult to get a neat finish with scissors. Each Invite is surrounded by an area called a bleed. The bleed is the portion of the image that extends beyond the edge of the document and is cut away when the design is trimmed.



There is a 5mm bleed on your invitation. To know where to cut, use the 'crop marks' that are placed at the corners. Using a ruler and craft knife, and the crop marks as guides, trim out your invites.



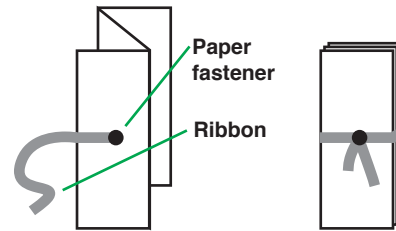
There are thin dash lines marking the folds of the cards. Before folding your cards in thirds, scour the paper lightly with your craft knife. Be careful, you don't want to cut the paper, just make it easy to fold. Scour the paper, then fold your cards as per the diagram. Use a rolling pin to neatly flatten the creases.



You are finished!

Write in the guests' names (use a white ink or silver ink pen if your invite is dark coloured). A particularly nice touch for this card is to insert a paper fastener onto the front of the card and glue on some ribbon that can be used to wrap around the card and tie to the fastener.

Post your invites in an E9 sized envelope (sometimes also called 9's). The thank you cards also use this sized envelope.



The other stationery items

Thank You Cards

The procedure for the thank you card is the same, although it has a post card format and therefore does not need to be folded or printed on both sides. There are 3 designs per page, so if you want 90 cards you only need to print 30 copies. It is the PDF file called "thank_you_card". As an optional step you could spray glue some coloured card to the back of the cards.

Extra Info Card & Save-the-Date Card

If you required cards for extra information (i.e., directions to your venue, local accommodation options, etc) these are in the file called "invite_extras". Each extra card that you requested will be on a different page in this file. These are like the Thank You cards and can be produced in the same way as are the save-the-date cards.

Envelopes

If your printer is able to print onto envelopes choose the file "invite_envelope" to print on to on to E9 (also called 9's) envelopes for envelopes for both the invite and thank you cards. Use "envelope_2" for C6 size save-the-date cards.

Place Cards

These will also need to be printed onto card (or spray glued) and trimmed out. There are 6 place cards per page. The file is called "place_cards".

Menu, Seating Arrangement and Blank Templates

These are all standard sized pages and do not require trimming. The files are called "menu_template", "seating_template" and "blank_template". You can overprint the text you desire onto them.

SPRAY ADHESIVE TIPS:

A spray adhesive is very strong, dries clear and quickly, and doesn't wrinkle, curl, or bleed. You may want to try using a repositionable spray adhesive so you can adjust page alignment better.

1. Use a rolling pin to roll out any trapped air bubbles.
2. Spray adhesive can be messy. Lay the page you wish to spray on an open newspaper. By turning the newspaper page between sprayings, you will always have a clean work area.

PRINTING TROUBLE SHOOTING:

1. If you are printing a black and white design but keep getting a colour tint, specify the 'use black ink only' option in your printer setup or remove the colour ink cartridges.
2. Most concertina designs are not double sided but if yours is and the pages don't align correctly when they print, check that you have selected 'centered' in the print dialogue box.