



## How to assemble the post card 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 and a craft knife. You **may** also need – a can of spray adhesive, a rolling pin, some old newspaper and a pen with white or silver ink.

**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.

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. By using these papers you will get excellent quality. The trouble is that many of these papers only have the special coating on one side.

When getting quotes, be sure to let the printer know that the invite is “double sided”. Be sure to ask them to trim off the 5mm bleed as per the crop marks. Note that some designs incorporate a white border.

**Is your paper able to be printed on both sides?**

**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.

**YES**

**NO**

Print **page 1** of the file called 'invite' onto the light card.

Print the file called 'invite'.

Print **Page 2** of the file called 'invite' onto the **other side** of the light card. Be sure to correctly load your card so that one side does not appear upside down and you specify 'Centered' in the print dialogue box so that each design is printed in the middle of the page.

Spray glue the 'fronts' onto the 'back's by following the directions on the spray adhesive can.

**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.

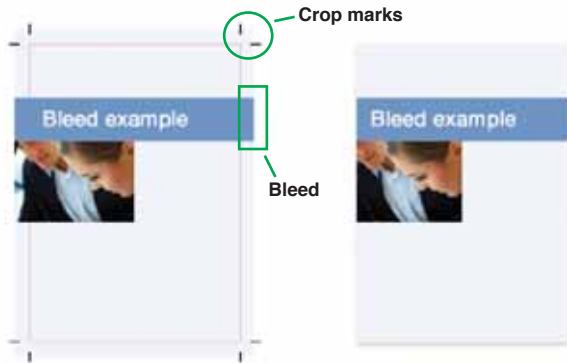
**You are finished!**

Write in the guests' names (use a white ink or silver ink pen for dark coloured invites). Post your invites in a C6 sized envelope. The thank you cards take a E9 sized envelope (sometimes also called 9's).



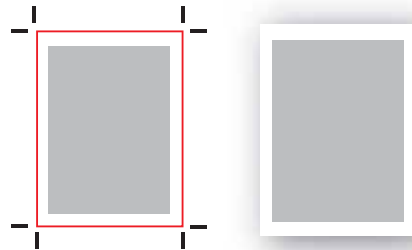
Now you must trim each of your invites out of the sheet of card they were printed on. You will need a craft knife and a ruler for this. Do not be tempted to use scissors as it is very difficult to get a neat finish with scissors.

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.

Some postcard designs have white borders as part of their designs. Do not trim off this white border. Again, use the 'crop marks' that are placed at the corners as guides.



You are finished!

Write in the guests' names (use a white ink or silver ink pen for dark coloured invites). Post your invites in a C6 sized envelope. The thank you cards take a E9 sized envelope (sometimes also called 9's).

## The other stationery items

### Thank You Card

The procedure for the thank you card is the same, although it is smaller and there are 3 designs per page. It is not double sided. It is the PDF file called "thank\_you\_card"

### Extra Info Card & Save-theDate Card

If you required cards for save-the-date and/or extra information (ie, directions to your venue, local accommodation options, etc) these are in the file called "invite\_extras" and "save-the-date" These are the same size as the invite and can be produced in the same way, although they are not double sided.

### Envelopes

If your printer is able to print onto envelopes choose the file "invite\_envelope" to print on to C6 sized envelopes for your invitation and save-the-date cards. Choose the file "thank\_you\_envelope" to print on to E9 (also called 9's) envelopes for your thank you cards.

### Place Cards

These will also need to be printed onto card (or spray glued onto some) and trimmed out. There are 6 place cards per A4 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.

#### 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. If the pages don't align correctly when they print, check that you have selected 'centered' in the print dialogue box.