

ACCESSING, EDITING &  
PRINTING YOUR

# TEMPLATE

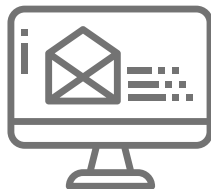


THANK YOU FOR CHOOSING  
THE TINY OWL  
FOR YOUR EVENT & SMALL BUSINESS NEEDS



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# ACCESSING YOUR TEMPLATE



## NEW TEMPLETT USERS

- You can expect to receive an email with access to your files from **Templett.com**
- The automated email will be sent to the email address associated with your Etsy account
- This email will include a link to a Templett page, where you will need to create an account to access the designs

## EXISTING TEMPLETT USERS

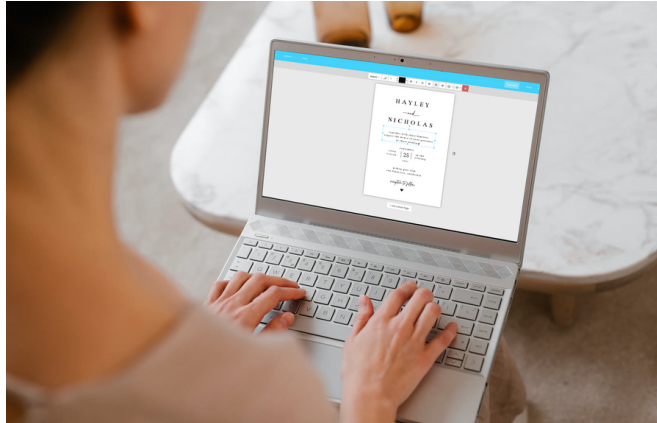
- If you have previously purchased a template file that used Templett, you will not receive an email for this new order
- You can simply log in to your existing account (used for a previous purchase), and your newly purchased template will be available on the left under "Templates"



## HAVENT RECIEVED THE ACCESS EMAIL?

- The Templett email can sometimes end up in your spam folder
- If you cannot locate the email in your spam, please message us, and we can provide you the link
- If time sensitive, visit **Templett.com** and click on 'Access Your Templates' to begin setting up your account. (You may need your Etsy order id#)

# EDITING YOUR TEMPLATE



## CUSTOMIZING TEXT

- Double-click on the wording to edit it. Please note that while most wording is editable some, depending on the template, may not be.
- **CHANGING FONT & FONT COLOR:** Single-click to edit the font and font color. An editing bar will pop up just above the template with a variety of fonts and colors to choose from. Create your own color with the color-selector.
- **ACCESSING SPECIAL CHARACTERS AND SWOOSHES:** Check out all the glyphs available in a font by click on the words and navigating to the top editing bar. Click on the capital "A" to see what the font has to offer.

## ADDING AN IMAGE

- Visit the panel on the left and click "Images." Drag and drop any graphics or images you would like into the panel. Once uploaded, click on it and it will transfer over to your template.
- Resize your photo by dragging the corners inward

## CHANGING BACKGROUND COLOR

- Visit the panel on the left and click "Background" You will see an assortment of colors (create your own with the color by selecting "Show Advanced") and a variety of textures.

# DOWNLOADING YOUR TEMPLATE



## FILE TYPES

- PDF
  - Perfect for printing at home or with a professional service.
  - Select the options "Save Paper" and "Show Trim Marks" if you're printing at home or with a local print shop like Staples or Office Max. -
- JPEG
  - Perfect for printing with an online printing service such as VistaPrint or Zazzle. Be sure to select the "Bleed" option when choosing this method.
- PNG
  - Great for images that will be used digitally.
  - PNG files download with a transparent background.

# PRINTING YOUR TEMPLATE



## RECOMMENDED PRINT SHOPS

- Vistaprint & Zazzle
  - We recommend printing with Vistaprint or Zazzle, as both have printing capabilities to print the products with the colors closest matching what you see on your screen.
  - Download as a PDF or JPEG with the "bleed" option selected.

## PRINTING AT HOME

- Printing at home is cost effective!
- We recommend printing on 100lb cardstock at minimum for best results
- Color quality depends on the quality of your printer, and whether it is set to print exactly as colors appear on your screen.
- Unfortunately, if your printer is not calibrated properly to print as displayed on your monitor, the output color can turn out dull.

## OFFICE PRINT CENTER

- We do not recommend printing colorful designs at shops such as Staples, Office Max, FedEx, UPS, Kinkos, etc.
- General feedback has been that light blues and light pinks do not print properly at these shops.
- Designs with black text print great at these types of centers.

# QUESTIONS?



Any questions or issues? No problem! Send us a message and we will respond as soon as possible. Inquiries typically receive a response in 24 hours or less



Loved the templates? We're so glad to hear it! We LOVE seeing your templates in action! Take a photo of your templates and upload them on to Etsy!