DIY Petal Fan Kit Instructions

Step 1
- Download and save your template
  - [Microsoft Word 97-2003 version](#)
  - [Microsoft Word 2007 version](#)
  - [Adobe Illustrator version](#)

Step 2
- Open your template from the location on your computer where you saved the template.

Step 3
- Insert your custom text into the template, replacing the sample text.

Step 4
- Change colors, font styles, font sizes, etc. to customize your template. Pictures and design elements may be added as well!

Step 5
- Save your template!

Step 6
- Before you print, you will want to remove the outlines from the template so they do not print.
  - In Word, you will go to the design tab>watermark. Click on remove watermark. You are all set!

Step 7
- Adjust Printer Settings before printing.
  - Click on file> print to open the "print dialog box." Within this box you will click on printer properties or preferences. A new box will open up with a number of tabs. You will want to search through the tabs and change the settings as listed below:
    - *Orientation:* Landscape
    - *Paper/Media Type*: Set to heavy weight or cardstock
    - *Print Quality*: best

Step 8
- Before you print!
  - You should always do a test print with either our sample kit or plain paper to check the alignment, colors, layout, etc. before

you use your actual perforated stock to reduce on waste. This also helps you to see which way your perforated sheets should be loaded (face down, face up, etc.).
   o Use your manual feed option on your printer to avoid paper jams. Feeding one piece at a time is recommended.

Step 9
- Print!

Step 10
- Carefully punch out the petals and holes from the cardstock sheet.

Step 11
- Collate the petals

Step 12
- Bind the petals together using an eyelet (requires a setter), brad, or ribbon of your choice. You can find all of these items at a local craft store. We do sell eyelets and pre-cut ribbon for your use. We also offer template designs for purchase.

No additional tech support or instructions are offered for our Petal Fan Kits. A moderate level of experience in Word is recommended in order to complete these programs. A sample kit is highly recommended prior to purchasing a full kit.