

NOTES ABOUT MAKING THE ELEMENTS IN THIS PRINTABLES PACK:

Print all pieces you require for your party in full colour, ensuring you “print to fit” so as to not cut off any of the designs.

Recommendations will be made for the **paper/cardstock type** and **adhesive type** for each printable included in this pack, however use what you feel will work best for your application. Ensure the adhesive you use is strong enough to hold and will not wrinkle or damage the printable.

When asked to **score** the cardstock: use a ruler and something with a dull, thin edge like a butter knife or letter opener. You want to put a crease in the card stock but not cut into it.

For some of the printables in this pack you will require additional items to complete them for use. This may include ribbons, strings, tooth picks, paddle pop sticks etc. Each set of instructions will give you more information on what you need.

PBC highly recommends the use of sharp scissors and/or a craft knife/steal ruler (where appropriate) to achieve the best results. Take your time when cutting and be as neat as possible to ensure a high quality completed party set. A paper guillotine or paper cutter can be helpful tools when cutting out large straight edges such as those found in the bunting banner, however are not necessary to complete this set. Be extremely careful when using any sharp tools to avoid personal injury.

INSTRUCTIONS FOR PBC PARTY PRINTABLES PACK TEMPLATES

Bunting Banner – *This bunting banner comes with four different pattern pieces that can be printed and decorated, or customized digitally how you like. Three plain colour pieces with images have been included to use between words or at the start or end of your bunting. The pack also has four pattern pieces with blank circles which can be used to put your own letters and make custom words or name banners. There are also thirteen bunting pieces that spell HAPPY BIRTHDAY.*

- Print (*PBC recommends either paper or cardstock for this printable*) and cut around the bunting pieces.
- Fold (if using cardstock, please score first) the top tabs down along the dotted line.
- Use string, wool, ribbon or whatever you like as a line to hang your bunting.
- Arrange the bunting pieces in the order you wish them to hang.
- Put the top tab flap of the bunting piece over your line.
- Attach them to the line using glue, tape or double sided tape (whatever you prefer) on the back of the tab.

NB Ensure you leave plenty of string/ribbon/line at each end to hang your bunting banner.

Cupcake Toppers – *The cupcake toppers included in this pack are a “happy birthday” circle, two themed phrase circles and one clip art theme image circles. Two of the circles are examples of how you can use the two blank cupcake toppers, one for age and one for a name. However feel free to customize the blank cupcake topper circles any way you like. These “cupcake toppers” can also be used as stickers if printed on to sticker label paper. They would also be great as seals on envelopes, gift bags or thank you packets. They would make great stickers for the guests to wear.*

- Print (*PBC recommends cardstock for this printable – if not using as stickers*) and cut out the circle cupcake toppers.
- Tape either a tooth pick or paddle pop stick to the back of each cupcake topper.

Cupcake Wrappers – *This pack includes two plain cupcake wrappers with patterns and one scalloped edge cupcake wrapper with pattern.*

- Print (*PBC recommends paper for this printable*) and cut out the cupcake wrappers you wish to use for your party.
- Wrap your cupcake wrapper around the cupcake taping the end of the wrapper to hold in place.

Drink Bottle Wrappers – *This pack includes one “Happy Birthday” drink bottle wrapper and one blank wrapper that can be customized how you like.*

- Print and cut out the drink bottle wrappers.
- Remove any existing wrappers from your drink bottles.
- Wrap the drink bottle wrapper around the bottle and tape the end to adhere.

NB If you want a very neat finish to your bottles and don't mind taking a little extra time to complete. Use double sided tape to firstly hold one end of the wrapper to the bottle. Wrap the label around the bottle and then use double sided tape to attach the end of the label neatly without any visible adhesive.

Fry Box – *This pack includes one themed fry box.*

- Print (*PBC recommends cardstock for this printable*) and cut out around the outside of the fry box.
- Score and fold along all dotted lines (including the two bottom curved lines).
- Place your box flat on the table with the pattern side face down and the rounded edge to the top.
- On the left and right flaps of the top section of your fry box put some adhesive (*PBC recommends double sided tape*).
- Folding the bottom section up (you should now see the front of the fry box) tuck in the two side panels and attach the back left and back right flaps to these panels.

NB You can further decorate your box by adding ribbons or other elements to your fry box.

Gift Tags – *This pack includes a “Thank You” tag and blank tags that can be customized how you like.*

- Print (*PBC recommends cardstock for this printable*) and cut out the gift tags.
- Using a hole-punch, punch a hole in the card so it can be attached to your gift or favour.
- Thread a ribbon or string through the hole and use to attach the thank you card.

NB If you didn't want to punch a hole in the card you could use stick them to a ribbon using adhesive so they could be tied around a gift. Alternatively, these could be printed on sticker paper and used as “Thank You” labels.

Multi-Purpose Cards – *The multi-purpose cards included in this pack can be used for a variety of things such as Thank You or gift cards. Two cards are included in this pack for this particular purpose and use, a “thank you” and “for you” card. Two blank cards can be customised how you like. These are designed as tent cards, perfect for place cards and food tent cards for your dessert table.*

- Print (*PBC recommends cardstock for this printable*) and cut out the multi-purpose cards.
- Score and fold the card half way to make a tent so they can stand up.
- If using these as a thank you or gift card you can write a message in the middle of the card. Even punch a hole to attach to a gift if you prefer.

NB If you are using place card holders to display the cards, simply cut the card in half and discard of the unnecessary pattern piece leaving you with something that looks like a business card rather than a free standing tent card.

Pillow Boxes – *This pack includes one thank you pillow box and one blank pillow box that you can customize how you like.*

- Print (*PBC recommends cardstock for this printable*) and cut out around the outside of the pillow box.
- Score along all dotted lines (including the curved lines).
- Fold the two straight lines.
- Place adhesive (*PBC recommends double sided tape*) on the tab and attach to the ends to make a box.
- Push the curved ends in to make a puffy pillow box.

Square Treat Box – *This pack includes one thank you treat party box and one blank square treat box front you can customize.*

- Print (*PBC recommends cardstock for this printable*) and cut out both part 1 and part 2 of the square treat box template, including all white voids and handle sections.
- Using an adhesive (*PBC recommends strong glue or double sided tape*) use one of the tabs to stick together the two box parts to form one flat piece.
- Score and fold along all the dotted lines.
- Using an adhesive (*PBC recommends strong glue or double sided tape*) secure the remaining tab to the opposite side of the box.
- Fold one of the bottom triangle flaps up into the box first, then the two side flaps. Fold the remaining flap into the box, slipping the tab in, to secure the bottom.
- With the two handle sections folded together put one of the void slit sections over the top flaps of the handles, then repeat with the remaining slitted top flap.

Straw Wraps – *This pack includes four different patterned straw wraps and two plain colour wraps with “drink me” and “enjoy!”*

- Print (*PBC recommends paper for this printable*) and cut out as many straw wraps as you require for your party.
- Using double sided tape on the back of the flat end of each straw wrap, attach to decorative paper straws (approximately 5cms down from the top of each straw) and neatly wrap around to meet up with the straw wrap. This creates little flags on the top of your party straws.

Treat Bag Toppers – *This pack includes a themed “thank you” treat bag topper and one blank treat bag topper that can be customized how you like. Treat bag toppers are used to decorate clear gift bags for party favours.*

- Print (*PBC recommends cardstock for this printable, however paper can be used if necessary*) and cut out the treat bag toppers.
- Score and fold half way to create a tent card.
- The treat bag toppers are now used by stapling them to the top of folded down, filled gift bags to seal them in a decorative manner.

Treat Cones – *This pack includes two different patterned treat cones that can be used to hold foods such as popcorn or lollies.*

- Print (*PBC recommends a light cardstock or heavy paper for this printable*) and cut out the treat cones.
- Using an adhesive (*PBC recommends double sided tape*) on one of the straight edges of the treat cone, make into a cone shape, overlapping and attaching to create your desired size treat cone.

NB The type of food you intend to hold in your treat cones will influence the type and weight of paper/card you use for this printable. The paper or card needs to be flexible enough to fold into a cone yet remaining strong enough to hold your food. If your food might stain your cone, then it can be a good idea to double up your cone.

CUSTOMIZING YOUR PRINTABLES

You can use many programs to customize and add your own text to the templates such as Adobe Photoshop, but I understand that not everyone has this program or knows how to use it. If you do, then great! But if not the most simple way of adding text to the template is by using Adobe Reader (if you don't have it, it is a free download available online).

Step 1.

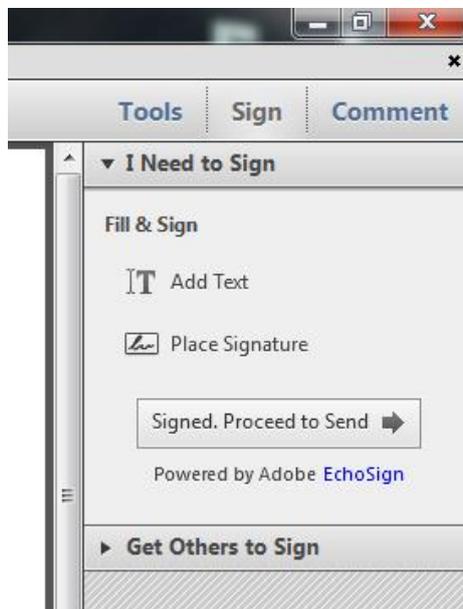
Open the template you wish to customize in Adobe Reader.

Step 2.

Click on the third icon on the menu "Sign, add text or send a document for signature"

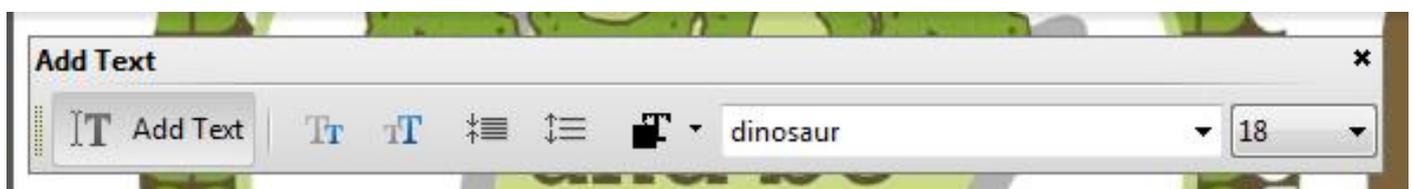


This will bring up a side menu on the right hand side of the screen. Click on "Add Text". A text editor will appear which you will be able to select a font, size and colour for your text. Your cursor will also change so that you can click on the page to start typing. (Don't worry if you don't get the positioning of your text exactly correct as you can move the text after). You won't be able to use the text editor until you click somewhere on the screen to enable typing.

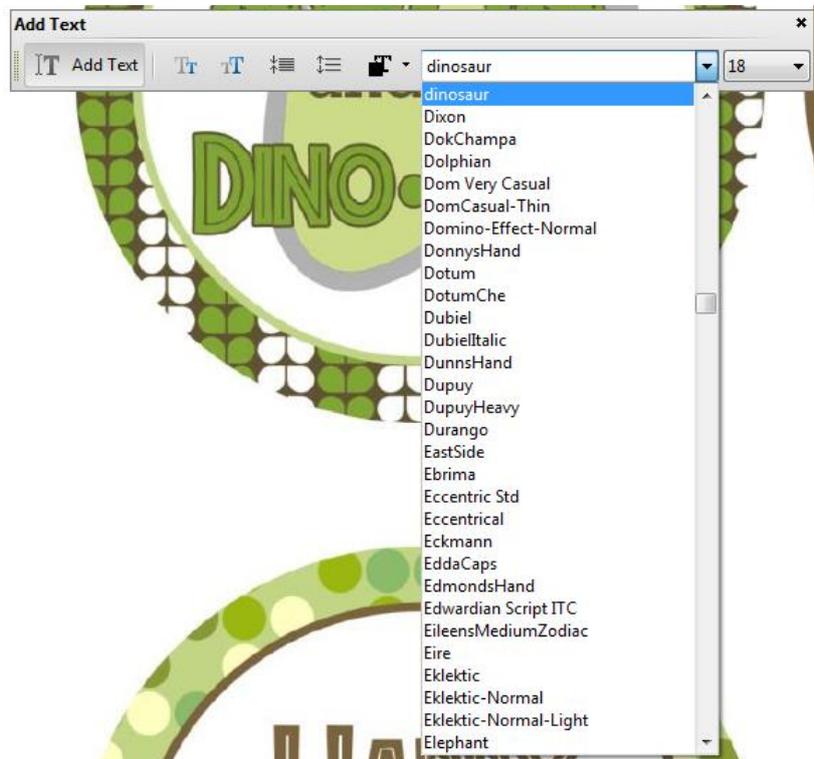


Step 3.

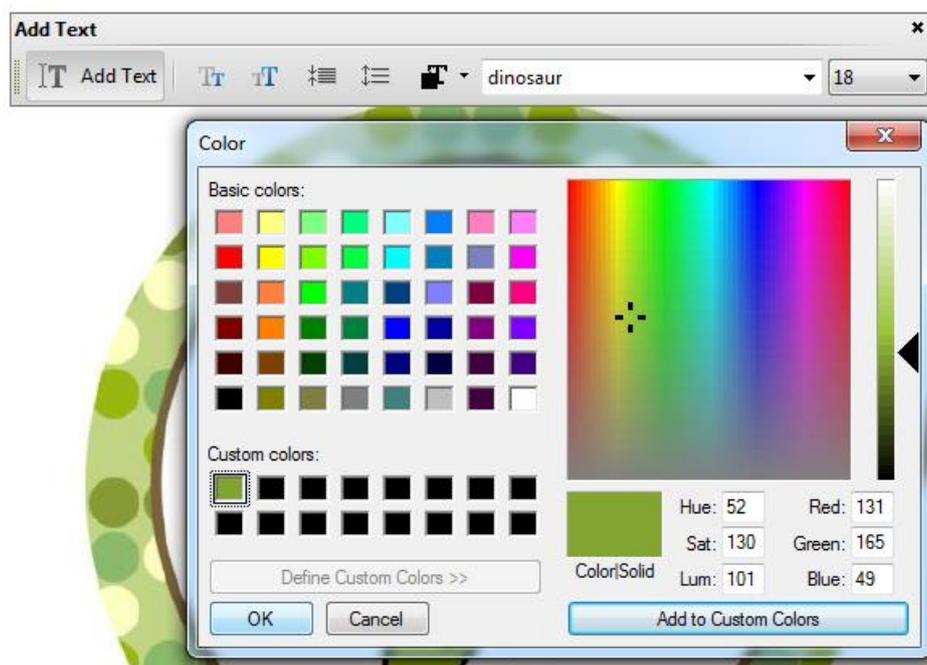
Once you have typed your custom text use the text editor to select your font, size and colour.



FONT TYPE: If you have installed the recommended fonts included in the printables pack you will be able to select these from the menu. (Install the fonts by copying and pasting them into your “Fonts” folder found in the “Control Panel “ on your computer OR double click the font in the folder and press “Install”). Alternatively you can use any font that you like and already have installed on your computer. There are also many free fonts online that you can download and install.

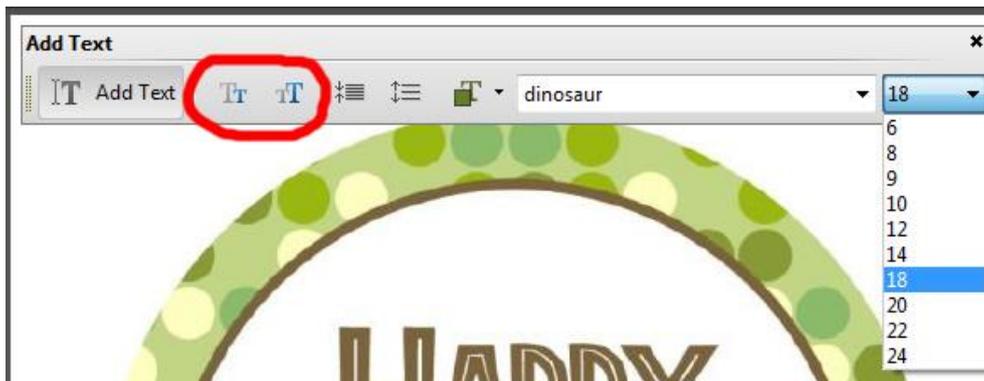


FONT COLOUR: By clicking on “Text Colour” then “Other Colour” you will be able to type in the RGB (red, green, blue) colour code to select a perfectly matched colour for the printable set. (All recommended colour codes will be included in the pdf for each PBC Party Printables Set).



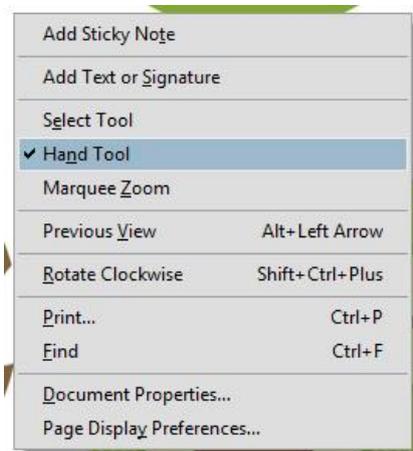
Once you have typed in the Red, Green and Blue values, your colour should appear in the” Colour|Solid” box. Click “Add to Custom Colours”. It will then be visible in the “Custom colours:” panel (under the “Basic Colours:” panel). Click on the colour and then “OK”.

FONT SIZE: You can also use either buttons on the text editor to change the size of your text or pick a font size.



Step 4.

Once you have your text looking exactly how you want, right click elsewhere in the document. This will bring up a menu that you can select “Hand Tool”.



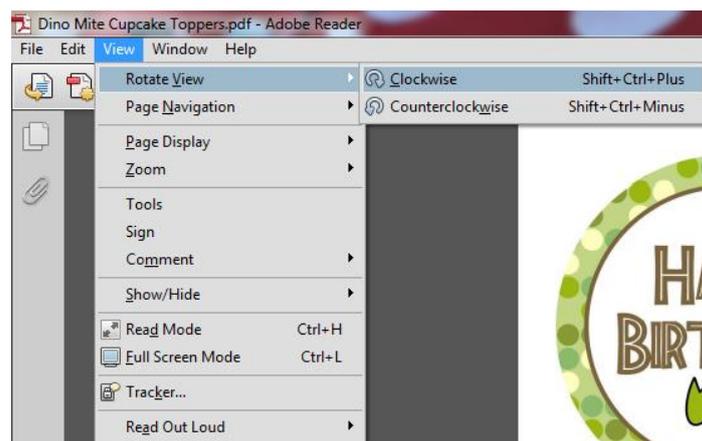
With the “Hand Tool” you will be able to move the text box around where you like and also adjust its size.

Double click on any text to edit and change it.

Step 5.

Once you have it exactly how you want you can either save the document or print it.

NB Some of the template documents you may have to rotate so that you can add your custom text in the correct direction. Go to “View” in the menu, “Rotate View” then select either Clockwise or Counterclockwise to get the page facing the correct direction.



TERMS OF USE OF THIS PRINTABLE SET

1. This free printable set is strictly for personal use only and is not to be redistributed or sold.
2. No credit is required for use of this set; hence there are no logos or water marks on the printable elements.
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