



EDITABLE FILE INSTRUCTIONS

(c) Paper & Pigtails
For personal use only

Here are some notes about using these Editable Files.

These files are designed in a way that you can simply replace the information in the editable file with your own, save, and print!

The files do allow you to make some changes in size, color, or font as long as the alterations fit within the text boxes. To make these changes, type your text and then press CTRL+E (or Command + E for a Mac) for the text edit box to show up. You can then select your options and save the file to your computer.

*** Please NOTE - Macs may open files in a different default program than these files are designed to be used in, please make sure they open in Adobe Reader, which is a free download from www.adobe.com ***

If you see a small black box with a plus sign appear in the bottom right of your text area, it simply means that there are lines that are extending outside of the text box area. Many times there isn't type on the lines, just blank spaces so you can use the down arrow to scroll as far as you can, then backspace until the black box goes away. This may also mean you need to choose a smaller font size.