



# PERFECT PETALS™

DIY FAN PROGRAM GUIDEBOOK

*Cherish  
Paperie*



## about our diy fans

Our Perfect Petals™ DIY fans come micro-perforated (2 petals per sheet) on 8.5x11 paper to run easily through your home inkjet or laser printer. We ship them flat for you to print and assemble.

Please be aware that no eyelets or bindings are included with this fan. We provide a Word template and general instructions to help set up the printing on the fans, but options for printing vary from printer to printer (see FAQs starting on page 6 details).

You will need to punch a small hole at the base of each panel, and purchase eyelets, brads or ribbons to bind the panels together. Have fun and be creative!

You save money by printing and assembling the fans yourself - cost of DIY fans start at less than \$1.00 each! Our fan kits come in two classic colors; white and ecru (off-white). Your fan program can also be customized by ordering our precut (non-printable) accent petals in many different cardstock colors.

### What you'll need:

- DIY fan program kit

- Hole punch

- Scissors

- Brads, eyelets, or ribbon

- Computer

- Microsoft Word or graphics software

- Printer



# creating your fan

FOR MICROSOFT WORD USERS

## Step 1: Download your template.

### AVAILABLE FORMATS:

Microsoft Word 97-2003 Document (.doc) or

Microsoft Word 2007 Document (.docx)

.JPG file

.EPS file

} *Reccomended only to "tech savvy" users  
who wish to design their own template*

## Step 2: Create your design.

Replace sample text in the template by highlighting the sample text, and typing uour text over it. To change font style and size, please highlight the text you wish to change, and then click on format in the top toolbar, and select font from the drop down Menu to open the font options box. (For word 2007, the font formatting options can be accessed by right-clicking after highlighting the text, and choosing font from the pop-up menu or from the home tab.)

## Step 3: Save your project.

To save your project, click on file in the top toolbar, and select "save as..." from the drop-down menu. (For word 2007 users, click on the "office" icon at the top left corner, and select save as<< word document). A "save as" dialog box will then open; in this box you can set the location where this document will save (i.E. "My documents," "desktop," a disk drive, etc) and create a title for your document. Be sure to save the document as a microsoft word document.



# printing your fan

FOR MICROSOFT WORD USERS

**IT IS HIGHLY RECCOMENDED THAT YOU TEST PRINT ON PLAIN PAPER (OR OUR SAMPLE KIT) BEFORE USING THE ACTUAL STOCK FOR YOUR PROJECT.**

*Test printing allows you to check the alignment and look of your project, and gives you the opportunity to confirm the way in which the stock will be loaded into the printer (face up, face down, etc.).*

*It is recommended that you manually feed the paper one sheet at a time, rather than placing a stack of Paper on the printer's tray. This will minimize the chance of a paper jam. You can send the whole print job at once, but remove all paper from the printer before sending. You will then be able to put in each sheet.*

*Additionally, if you are still having problems getting the correct alignment after checking these tips, you can adjust the top margin of the template if the text is printing Too high or too low. To do this, you would open the template and click file>> Page setup. Then in the margins tab, either increase or decrease the top margin according to how high or low the text is printing.*

## Step 1: Adjust printer settings.

To access your printer's settings, click on file<< print to open the "print dialog box." In this box, click on the properties or preferences button. A new box will open up which will contain the various setting options within your printer. Search in these tabs for the settings described below.)

**Paper size:** in the paper-size drop-down box, select custom size, if available, and set the paper size to "Letter"

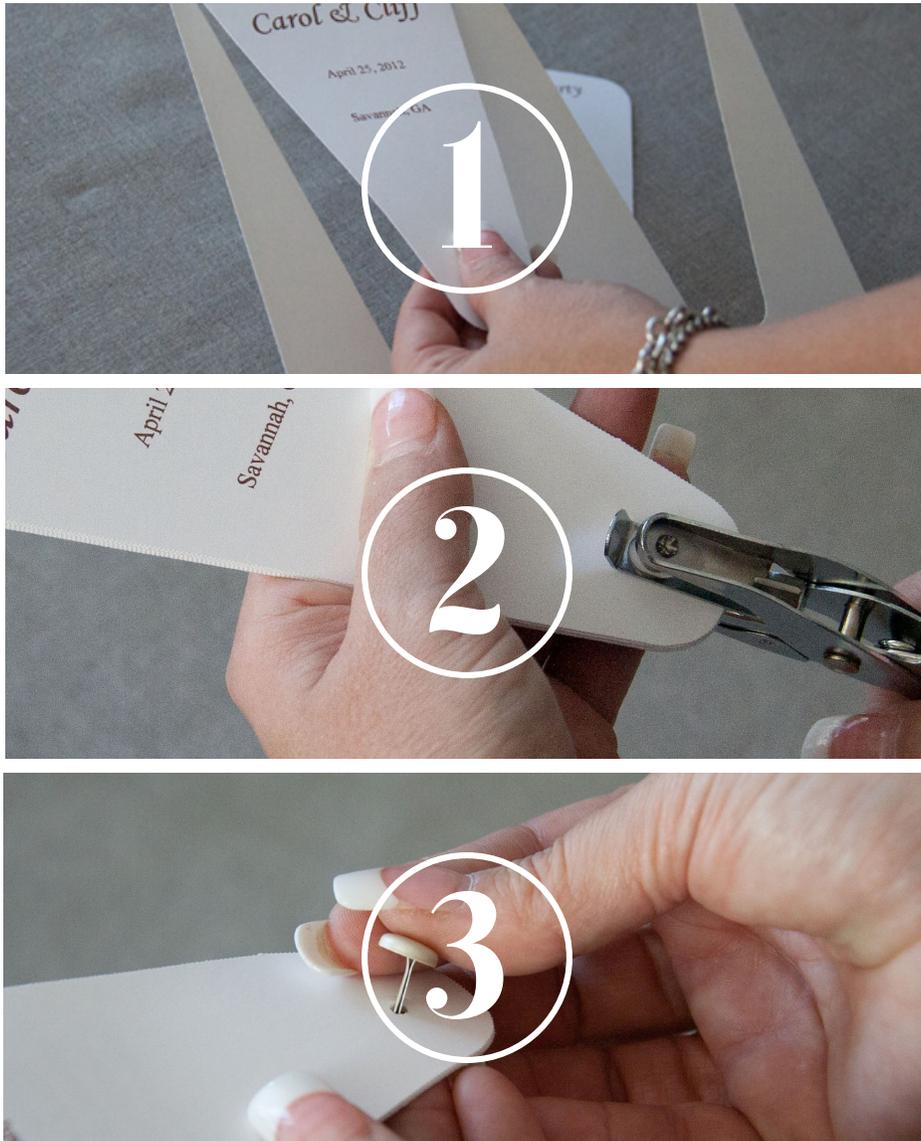
**Orientation:** Portrait

If available, select Rotate 180 degrees to have your fan sheet feed from the bottom or tapered end instead as this will minimize any paper jams - (Note: not all printers have this feature. Test print prior to selecting the "rotate" setting.)

**Paper/media type:** this is typically defaulted to 'plain letter paper.' Set your printer's paper type to cardstock or heavyweight.

**Print quality:** change this setting to best.

## assembling your fan



1. First, carefully remove your petals from the printed card. 2. Then, layer the different petals in the order you want, and punch a hole in the bottom of each set. 3. Finally, use an eyelet, brad, ribbon (which can all be purchased at your local craft store) or whatever you desire to bind the petals together!



## FAQs

### What type of cardstock is used?

We use a Lynx 100lb cardstock in White or 80lb Classic Natural White (Ecru)

### What type of printer do I need?

We have tested these in both inkjet and laser printers - both work well, but overall, printers that have more of a straight though path had better success running these pre-punched and heavyweight cardstock papers. Use manual feed tray rather than bulk trays and select cardstock or a similar "other" paper type instead of "plain paper". A straight though paper path or a "L" paper path are necessary for optimal results!

The "U" loop type printers are NOT recommended as the paper feeds from the same tray is exits and the full "U" the paper has to make to exit does tend to jam and pull the perforations apart (however some printers we tested did do the "U" sucessfully!).

### I purchased petals but they wont work in my printer. can I return them?

All sales are final. No refunds or exchanges (unless the product was damanged in shipping). We recommend purchasing a trial kit before making a large purchase. Sample packs of 10 sheets are available for you to try our perforated sheets in your printer before purchasing a larger pack.



## FAQs

### I am a wedding planner or other retailer do you offer wholesale discounts?

Yes, we do offer a wholesale program to retail storefronts, no internet/web resellers are considered at this time.

### How are the petals punched?

The petals are die cut to the shape using a steel rule "micro-perf" die that leaves a very slight perforation edge around the petal so the majority of the petal has a clean edge appearance.

### Do you offer DIY fans in colored paper?

Although when the product was initially released we did offer the petals in colored papers, we found that the die cutting was not as consistent on these different weights and textures of papers and as a result customers had some trouble running them through their printers, so we have pulled the colors and metallic papers off the site for the time being, however if this is something that is of interest to you please contact us for other options.

We do also sell the pre-cut fan petals for use as unprinted "accent" pages in your fan program, but you will not be able to print on these.

*Our custom fan programs are available in your choice of colors, designed by our professional design staff, and come printed and assembled. For more information please contact us at [info@cherishpaperie.com](mailto:info@cherishpaperie.com).*



## FAQs

### I am getting tiny fans printing out on the back of my fan - how can I fix this?

Some users have encountered problem (mostly users of Word version 2003) of "tiny fans" printing on the background of the page. We have not been able to duplicate this, but see some other options below:

A note from other users on how to fix this: Under Word Options for Display - make sure that "print background color and images" is unchecked.

Or go to background color -> fill effects -> and select the picture tab and remove the fan template .jpg that is attached to the document.

Or you can download and use the BLANK template or one of our other templates in a different format, if you encounter this problem.

### Where can I find the eyelets (grommets) or brads to bind the fan?

Most scrapbook stores carry these, places like Michaels and JoAnn Fabric and Craft stores are also good and often have coupons too! You can use the fabric type eyelets or any other decoration you can think of...things like buttons with a ribbon laced through, large decorative brads, etc. See our blog and product galleries for more ideas and photos.