



## Cutting & Printing Instructions

Now that you've downloaded your design, you can easily print out the artwork and hang in your office or home. Simply, open the design file in your favorite PDF viewer and print on your home computer.

We've included the instructions below to help you quickly and easily cut each design down to the correct sized so they can be properly matted and framed.

1. Print the design using the high-quality setting on your printer as single-sided prints.
2. Using a paper cutter or Exacto knife (see instructions below), cut the artwork to the final 8 x 10 size.
3. Place the cut design into your matte and frame.
4. Hang up your new artwork and enjoy!

### What are Crop Marks?

Crop marks are the tiny marks in the corners of your file that allow for easier and more accurate cutting of your printed artwork.

Professional print shops print artwork on oversized paper and then cut the art to the final size using the crop marks as a reference.

### *Why do we use Crop Marks?*

We use crop marks to make cutting easier and more precise. You'll notice the crop marks (the perpendicular lines near the edges of the artwork) when you view your files on your computer and when you print out the designs. Using crop marks provides the following benefits:

- Allows our customers to use 8.5x11 paper
- Saves time with cutting
- Allows more accurate cuts
- Reduces waste
- Makes using a paper cutter ridiculously easy

### Cutting with a Paper Cutter

Scissors are fine for craft projects. However, if you want to make clean cuts and make sure your printable art is the right size for your frame or matt, a paper cutter is best.

### *Steps for Cutting Your Printable Artwork*

1. Print out the design on Letter (8.5 x 11 inches) sized paper.
2. Place printed design on your paper cutter.
3. Trim off the margins of the paper just beyond the crop mark (this does not need to be precise – it only serves to make the crop marks extend to the edge of the paper).
4. Align the crop marks with the cutting edge of the paper cutter
5. Cut the first side.
6. Rotate the page and align the crop mark and page edge with the cutting edge of the paper cutter.
7. Repeat for the remaining sides until all four sized have been completed.



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### Cutting with an Exacto Knife

If you don't have a paper cutter, an Exacto knife or rotary blade will do the job. I personally don't have a paper cutter and use the cutting mat and rotary blade from my sewing kit to cut out my printable artwork. To properly cut your printable design, you'll need a cutting mat, a metal straight edge, and an Exacto knife or rotary cutter.

### *Steps for Cutting Your Printable Artwork*

1. Print out the design on Letter (8.5 x 11 inches) sized paper.
2. Place printed design on your cutting mat.
3. Optional: I place a small, soft bean bag on the middle of my page to keep it from moving while cutting. If you don't have a bean bag, you can use a bag of rice or beans from the kitchen.
4. Align your straight edge with your crop marks and hold firmly with your non-cutting hand.
5. Using your Exacto knife, cut along the straight edge and cut between the crop marks. Make sure not to cut past the crop marks.
6. Align your straight edge with the next set of crop marks and cut between the crop marks.
7. Repeat for the remaining two sides.
8. Remove your cut piece from your cutting mat.

### Now What?

Now that you've cut your designs down to size (8x10 inches), you're ready to frame, hang, and enjoy!

