

Innergram Cut & Print Project Instructions



Create an interactive, social-media savvy "Focus on Your Innergram" invitation for your next New Beginnings, Young Women in Excellence or other event using easy-to-customize print-and-cut files for your Silhouette die-cutting machine. This invitation features a cut-out Innergram camera on front with a customizable pull-up information insert and a cut-out camera back with customizable event theme/information area on the reverse. (Both "Come Unto Christ" and customizable blank versions included!)

IMPORTANT NOTE: Please read the **TIPS FOR CUT & PRINT FILES** document included in the download before beginning this project.

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SUPPLIES:

[Technology]

Silhouette die-cutting machine*

Adobe Reader** or Adobe Acrobat Pro software

Silhouette Studio or Silhouette Designer Edition software

Color Printer

[Craft]

1 1/2 sheets (DO NOT CUT) 8.5x11 white cardstock per invitation

1 sheet 8.5x11 black cardstock per invitation

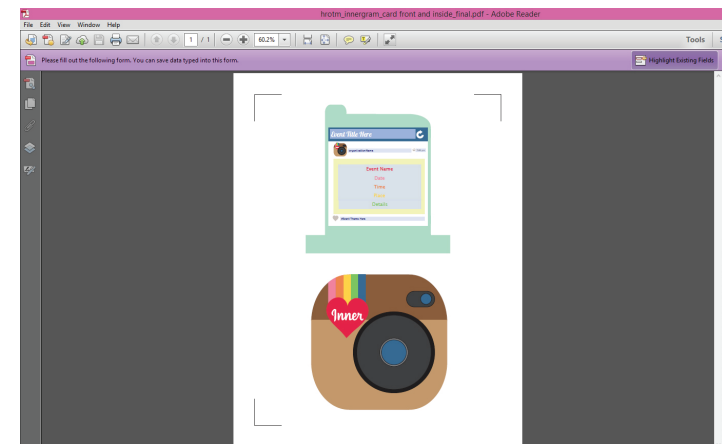
Adhesive (tape runner recommended)

*This tutorial was written using the Silhouette SD. Adapt as necessary.

**Download Adobe Reader FREE at get.adobe.com/reader

PREPARING PRINT FILES

1. **CARD INSERT & FRONT:** Open editable PDF file INNERGRAM_CARD FRONT AND INSIDE_FINAL in Adobe Reader or Adobe Acrobat Pro. NOTE: If you want to add your own logos, etc. to these print files, open the JPEG files with the _FOR PHOTOSHOP extension in PS or PSE. Be sure NOT TO CHANGE THE SIZE to print with NO SCALING. **This tutorial is for the Editable PDF method only.**

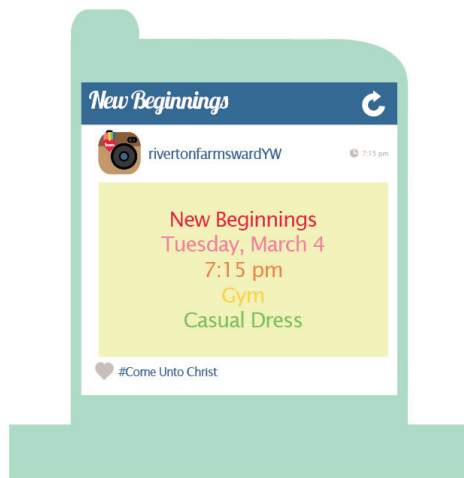


Hang a Ribbon
on the
Moon

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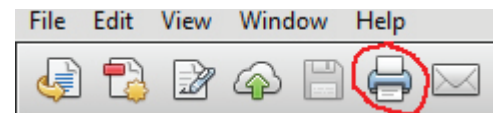
2. Type your information for the invitation insert into the blue boxes. NOTE: Font color, size and style is preselected and cannot be changed. Use NO SPACES in your "username" and a hashtag (#) with your theme or tagline. Use this format for your time: x:xx am/pm (i.e. 7:00 pm). Below is an example insert:



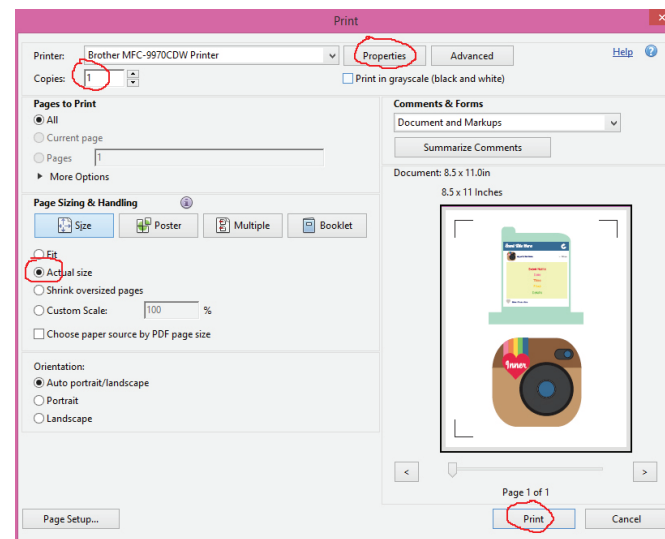
3. Once you've finished customizing the text fields, SAVE the file by clicking FILE>SAVE.

PRINTING

1. Load your printer with white cardstock, one sheet per invitation (I always print a couple of extras in case I have problems when cutting).
2. Click on the PRINTER ICON in the menu bar or click FILE>PRINT.



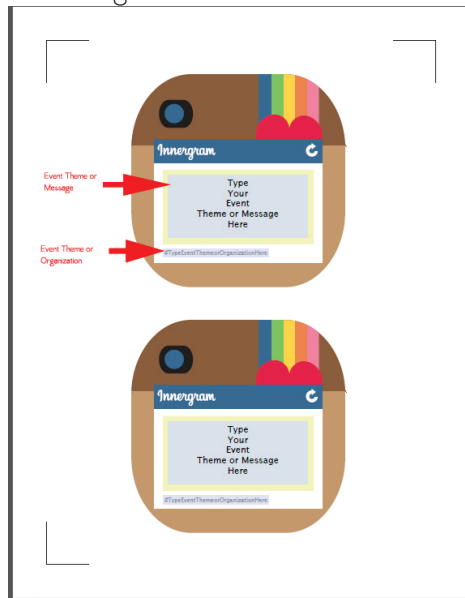
3. In the PRINT box that appears, enter in the number of copies you want printed (remember to add a few extra to allow for cutting mistakes). I like to print one test copy to make sure everything looks the way I want before I print several pages.
4. In the PRINT dialog box, click on PROPERTIES and set your printer to print in highest-quality or photo. If you use a lesser-quality setting, the Silhouette may have trouble detecting the registration marks on the document when you go to cut.
5. **VERY IMPORTANT:** In Adobe Reader, make sure **ACTUAL SIZE** is checked in the



PAGE SIZE & HANDLING area of the dialog box. In Adobe Acrobat Pro, make sure **PAGE SCALING** is set to **NONE**. If the size/page scaling is not set properly, the scale of the printed file will not match the cut file lines and it will not cut correctly.

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6. Click PRINT.
7. **CARD BACK (Come Unto Christ):** If you want to use the Come Unto Christ logo card backs (right), open the PDF file INNERGRAM_CARD BACK_COME UNTO CHRIST (click FILE>OPEN) in Adobe Reader/Acrobat Pro. Print the file using the guidelines in steps 1-6 of this section and move on to PREPARING TO CUT. **IMPORTANT:** This file has two card backs per page, so you only need to print half as many pages as invites.
8. **CARD BACK (Customizable):** If you want to customize the backs of the cards, open the PDF file INNERGRAM_CARD BACK_BLANK (click FILE>OPEN) in Adobe Reader/Acrobat Pro.
9. Type in your information for the invitation insert into the top two blue boxes. The corresponding blue boxes on the bottom invite back will duplicate what you type into the top ones. Use a hashtag (#) in the Event Theme or Organization area. **NOTE:** Font color, size and style is preselected and cannot be changed. **NOTE: If you require more customization, you will need to open the _FOR PHOTOSHOP JPEG files in Photoshop or Photoshop Elements and add your own type and art. If you do this, the page size and the position of the registration marks and card backs/inserts/fronts MUST NOT CHANGE or your file will not match the cut file! PRINT WITH NO SCALING.**



10. Load your printer with white cardstock. **IMPORTANT:** This file has two card backs per page, so you only need to print half as many pages as invites. (I always print a couple of extras in case I have problems when cutting.)
11. Print the file using the guidelines in steps 1-6 of this section.

BEFORE YOU CUT

If you haven't already, **please read the TIPS FOR CUT & PRINT FILES** document included in this project download. It covers how to use PDF print-and-cut files as well as detailed instructions for cutting with a Silhouette die-cut machine. The troubleshooting section should help you with common problems and issues.

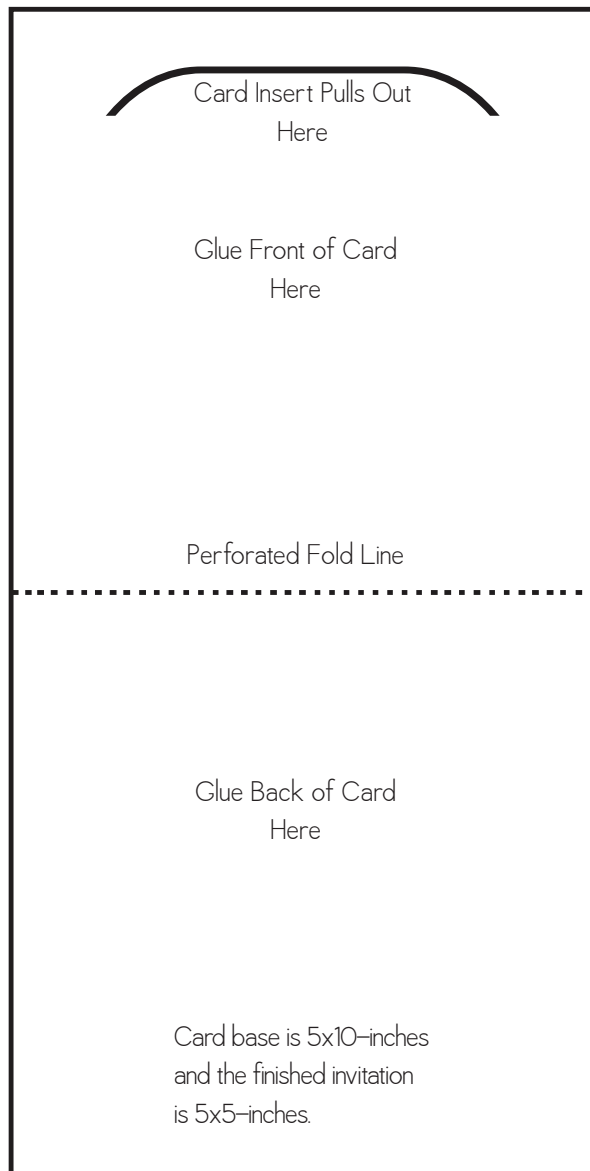
PREPARING TO CUT

1. Make sure your cutting mat is sticky. If it isn't sticky enough, you will not get a good cut. To re-stick your mat, try washing it gently with hand-dishwashing soap and letting it dry OR try spraying your mat with temporary spray adhesive. If your mat is too sticky, gently brush it with a dish towel to add a little lint.
1. Connect Silhouette machine to your computer.
2. Plug in and turn on the Silhouette SD machine.
3. Open Silhouette Studio or Silhouette Studio Designer Edition software.
4. **VERY IMPORTANT:** BEFORE OPENING ANY FILES, Click on FILE>PREFERENCES>IMPORT OPTIONS. Under **WHEN IMPORTING DXF**, make sure the **CENTERED** radio button is checked. If you do not do this, the cut lines will not match up with the printed file.



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Innergram Invite Card Base



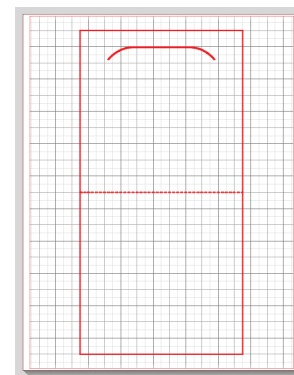
CUTTING THE CARD BASE

The card base is cut from black cardstock. You will need one sheet of 8.5x11-inch black cardstock per card. For your reference, a diagram of a cut-out card base is to the left. The Silhouette will cut out all black and dashed lines for you.

1. Open Silhouette Studio or Silhouette Designer Edition software on your computer. **IMPORTANT:** If you haven't already, complete step 4 of PREPARING TO CUT.
2. Click on FILE>OPEN and select DXF in the FILES OF TYPE pull-down menu at the bottom of the box.

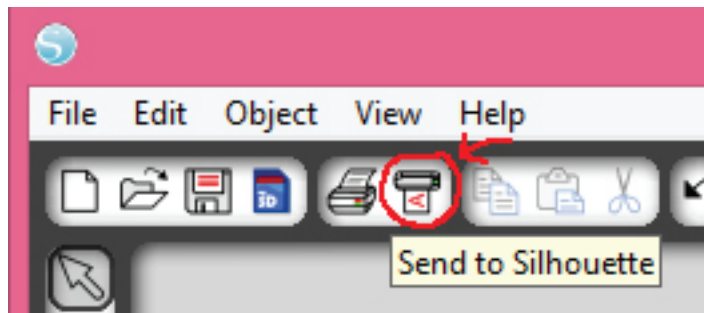
Silhouette Studio (*.studio)
Silhouette Studio (*.studio)
GSD (*.gsd)
AutoCAD Interchange File (*.dxf)
PNG (*.png)
JPEG (*.jif; *.jpe; *.jpeg; *.jpg)
BMP (*.bmp; *.dib)
GIF (*.gif)
TIFF (*.tif; *.tiff)
All Files (*.*)

3. Navigate to the location of the DXF file INNERGRAM_CARD BASE_CUT FILE on your computer. Click on the file and select OPEN. The card base will open up in the software. NOTE: So you can clearly see the card base in the following image, I've thickened the lines and made them red. When you open up the file, the cut lines will be thin and black.

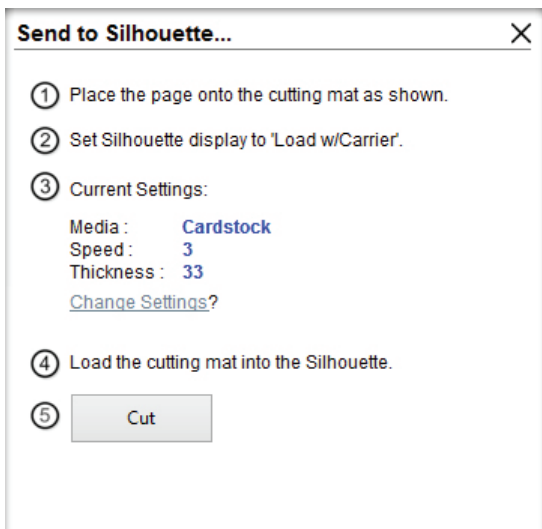


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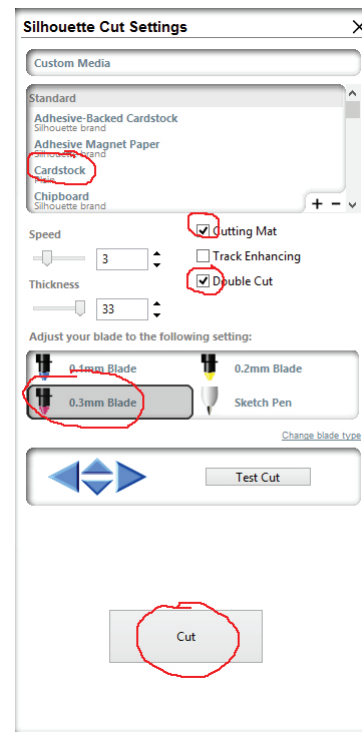
4. Load your cutting mat with a sheet of black cardstock.
5. Position the mat/paper and load into the Silhouette by pressing the ENTER button.
6. Click on the SEND TO SILHOUETTE button in your software.



7. The SEND TO SILHOUETTE dialog box will appear. Follow steps 1, 2 and 4 listed, if needed..



8. When you get to step 3, click CHANGE SETTINGS. The SILHOUETTE CUT SETTINGS dialog box will appear.



9. In the CUSTOM MEDIA box, click CARD-STOCK.
10. Click the CUTTING MAT and the DOUBLE CUT boxes.
11. Make sure you have the correct blade installed. (Make a test cut, if necessary, then reload the mat.)
12. Click CUT. The Silhouette will cut out the card base.
13. Repeat steps 4–5 for each card back you wish to cut, then click CUT AGAIN.

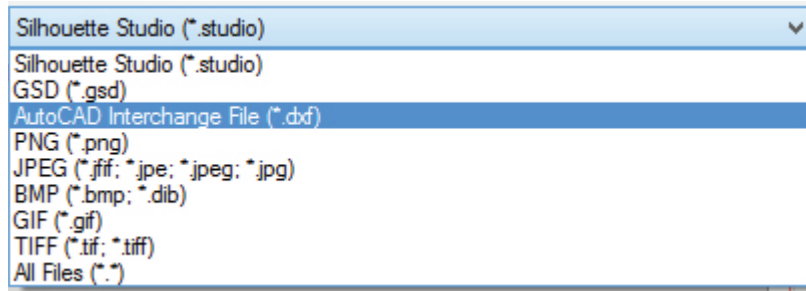
CUTTING THE CARD POP-UP INSERT & CARD FRONT

1. If you haven't already, open Silhouette Studio or Silhouette Studio Designer Edition software.
2. **IMPORTANT:** If you haven't already, click on FILE > PREFERENCES > IMPORT OPTIONS. Under WHEN IMPORTING DXF, make sure the **CENTERED** radio button is checked. If you do not do this, the cut lines will not match up with the printed file.

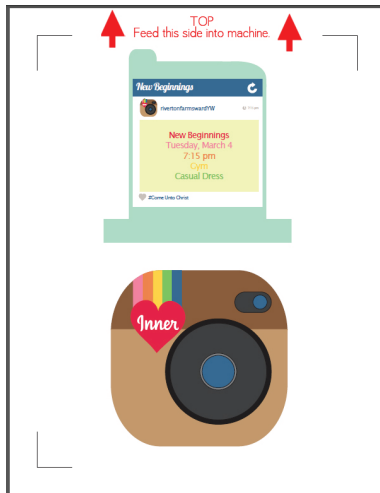


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- Click on FILE>OPEN and select DXF in the FILES OF TYPE pull-down menu at the bottom of the box.



- Navigate to the location of the DXF file INNERGRAM_CARD FRONT AND INSIDE_CUT FILE (cutting file that matches your printed page) on your computer. Click on the file and select OPEN.
- Place one page printed with the card insert and card front on the mat.
- Insert paper/mat into Silhouette machine top-side (card insert/two registration marks) first as shown below:

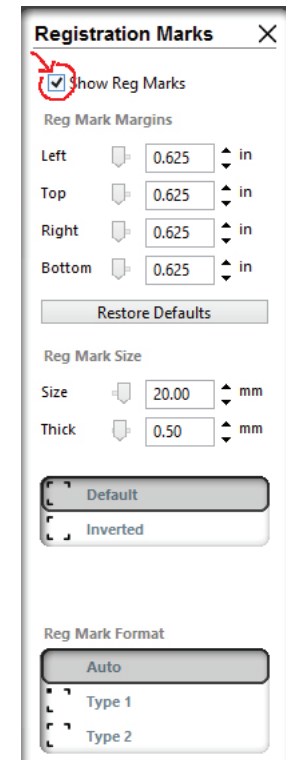
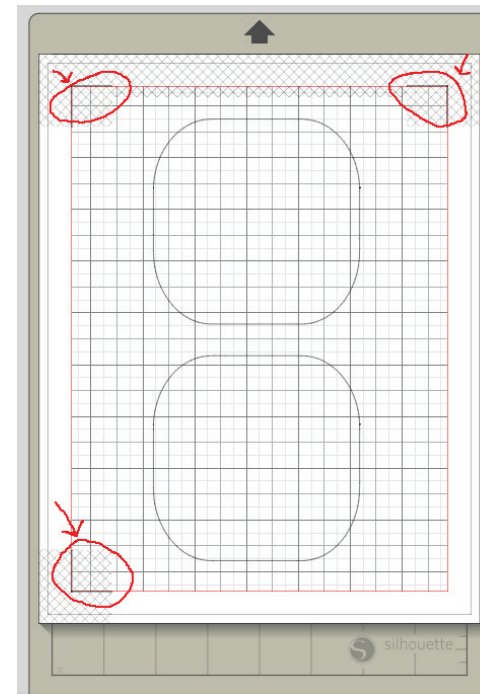


- Push ENTER on machine to feed in the mat/paper.

- Once the file is open in Silhouette Studio/Designer Edition, click on the REGISTRATION MARKS box in the upper right-hand corner of the menu bar. It looks like three registration marks in a white box.



- The REGISTRATION MARKS box will appear. Make sure the settings are as follows: Click the SHOW REG MARKS box. REG MARK MARGINS should be all set to 0.625. Make sure DEFAULT and AUTO are clicked. Registration marks should appear on the cut file as pictured below.

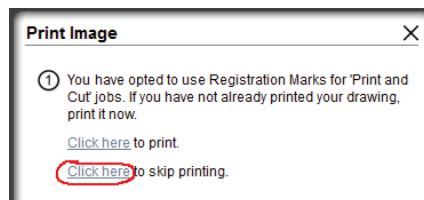


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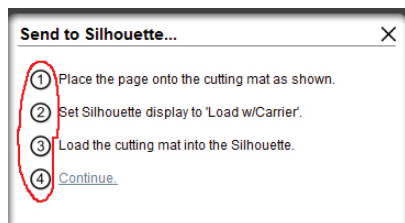
10. In Silhouette Studio/Designer Edition, click on the SEND TO SILHOUETTE icon.



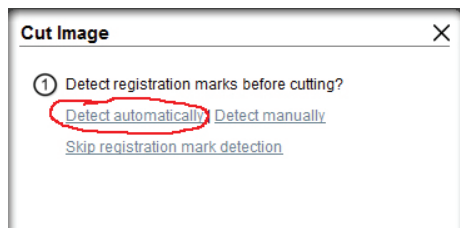
11. The first dialog box that appears will ask you if you want to print the image. Select SKIP PRINTING.



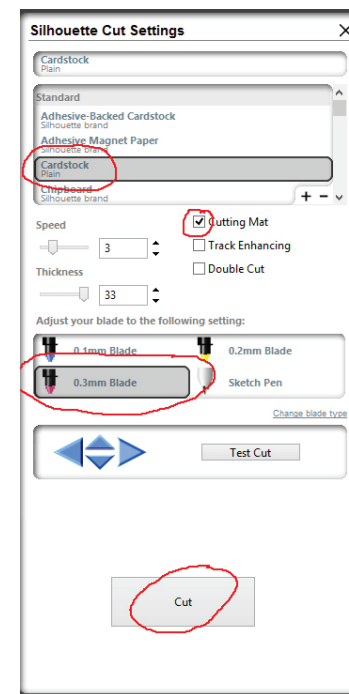
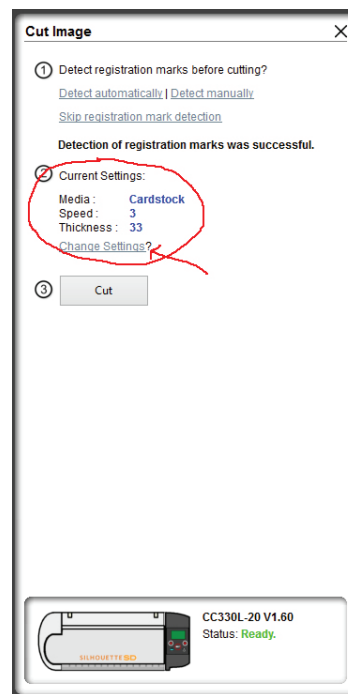
12. Ensure you've completed steps 1-3 and click CONTINUE when the SEND TO SILHOUETTE dialog box appears.



13. A CUT IMAGE dialog box will appear. Select DETECT AUTOMATICALLY to detect registration marks. The Silhouette should move the paper/mat around and detect all three registration marks. NOTE: If you have problems detecting registration marks, see TIPS FOR CUT & PRINT FILES document.



14. In the next CUT IMAGE box that appears, make sure you have the correct cutting blade, correct media and DOUBLE CUT selected. I like to use double cut to make sure everything is cut nicely, especially when using cardstock. If you want to change the current settings, click CHANGE SETTINGS. Select the type of paper from the dialog box, click the CUTTING MAT box and the DOUBLE CUT box, and make sure you have the correct blade installed.

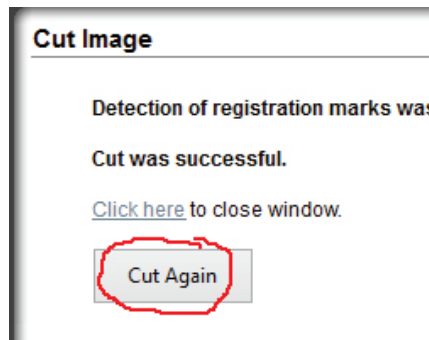
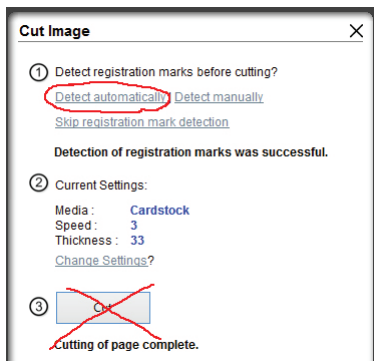


15. Click CUT.



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16. **IMPORTANT:** After you've cut once, DO NOT simply reload the Silhouette with a new piece of paper and click the CUT button. Instead, after loading the new page, click DETECT AUTOMATICALLY first and let the machine detect the registration marks on the new page then click CUT AGAIN.



ASSEMBLING THE INVITATION

- For each invitation you will need 1 base (black), 1 pull-up insert, one card front (camera) and one card back (with logo/theme/info). You will also need adhesive of some sort. For the precision gluing required in this project, I prefer to use a tape runner.
- Fold the card base (black) along the perforation line.

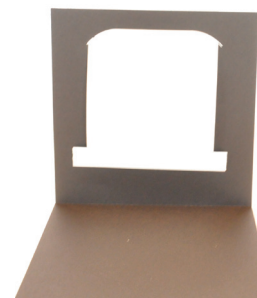
CUTTING THE CARD BACK

- Repeat STEPS 1-16 for CUTTING THE CARD INSERT & FRONT with the following adjustments:
- In STEP 3, open the DXF file INNERGRAM_CARD BACK_CUT FILE.
- In STEP 5, use this diagram (right) to guide how you feed the mat/page into the machine:

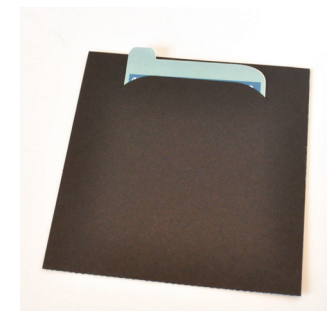


- Slide the pull-up insert face down into the curved slit cut into the card base as shown below:

Slide top into slot on inside of card base..

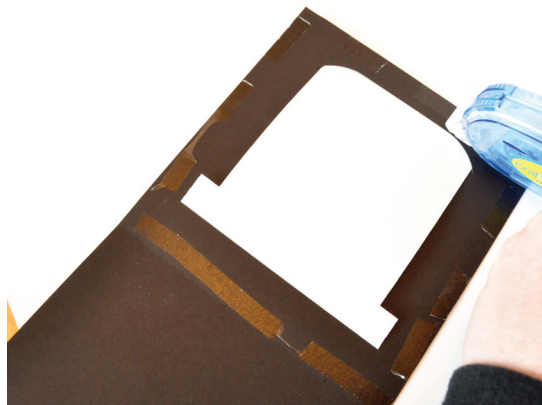
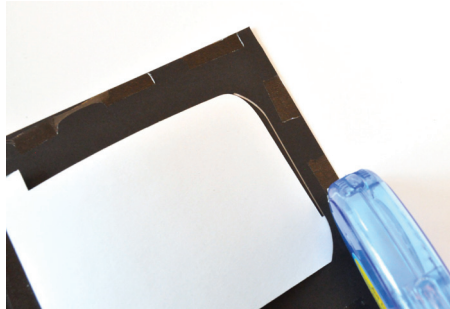
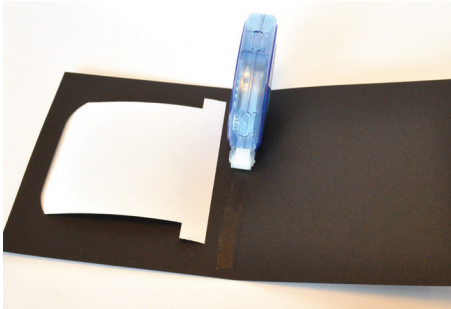


...so tab peeks out the top on outside.



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4. On *inside* of card base, carefully apply adhesive on four edges around the pull-up insert (top, left side, right side and just above fold), ensuring that you don't put any adhesive where it will glue the insert down, especially the tabs at the bottom. The insert needs to slide freely up and down inside the card.



5. Carefully fold and adhere base together, sandwiching the pull-up insert. Test the insert to see if it slides freely by pulling it by the top tab.



6. Arrange card so it is front-side (slit/pop-up insert) up.
7. Apply adhesive to the back of one card front (camera). Adhere card front to front of card, aligning the top of the camera to the curved slit cut into the card base. It should look like the pull-up insert comes out of the top of the card front camera.



8. Finish the invitation by flipping card to the back side. Apply adhesive to one card back. Adhere card back to invite with the top in the same direction as the card front.

