



## Jumping Jacks Invitation Instructions

Printing out your Jumping Jacks invitations is an easy four-step process! After you've gone through this step-by-step sequence, your invitations will be printed and ready to personalize in minutes!

1. **Understand two-sided printing on your printer.** The biggest trick to the invites is that they're two-sided. The invitation is meant to be printed on one side of the paper and the liability waiver is printed on the other side. We're assuming you don't have a two-sided printer and this first step is a little trick to understand how to make two-sided invites on your printer. If you know your way around two-sided printing, you can skip to step 2 now. To figure out which side of the paper your printer uses, put a small pencil mark in the corner of a piece of printer paper. Put the paper in the printer with the pencil mark face-up and then print something (anything) on that sheet of paper. Did the printing come out on the same side of the sheet as the pencil mark or the other side? Now you know which side of the paper is used by the printer. We'll use that in another couple of steps.
2. **Print copies of the invitation.** When you double-click the "Jumping Jacks Invitation.PDF" file you will probably launch the Acrobat Reader, but it's possible some other program (including the full version of Adobe Acrobat) will come up. These instructions assume it's the Acrobat Reader, but the process should be quite similar for another program. With the invitation file open in Acrobat Reader, select the "File" menu on top, and select the "Print" menu item. A new dialog box opens up. There are three main items to set in this dialog box:
  - a. In the "Printer" area, make sure the correct printer is selected
  - b. In the "Print Range" area, select "Pages From 1 to 1". You'll need to fill in the 1 and the 1 in the boxes. This tells Acrobat Reader to print only the first page (the invitation) over and over.
  - c. In the "Page Handling" area, enter how many copies of the invitation to print. Presumably a few more than your guests so you have a few extras left over. Hit the "OK" button at the bottom of the dialog box, and you'll get a bunch of pages with the invitation printed on one side.
3. **Print the liability waiver on the other side of the invitations.** Remember which side the printer prints on? If in step 1 the print came on the same side of the pencil mark, you want to take all your copies of the invitation (make sure they're facing the same way!), and put them with the invitation side *down* in your

printer's paper feeder. If in step 1 the print came out on the other side of the pencil mark, you want to take all your copies of the invitation, and put them invitation side *up* in your printer's paper feeder. Now we need to go back to Acrobat Reader and do File...Print again:

- a. In the "Printer" area, make sure the correct printer is selected
  - b. In the "Print Range" area, select "Pages From 2 to 2". You'll need to fill in the 2 and the 2 in the boxes. This tells Acrobat Reader to print only the second page (the waiver) over and over.
  - c. In the "Page Handling" area, enter the same number of copies as before.
  - d. Hit the "OK" button at the bottom of the dialog box. If all goes well, you now have all the invitations you need with waivers included.
4. **Folding the invites.** The invites are designed to be folded twice into quarters. After folding, the part of the invite that says "You're invited to a private party at Jumping Jacks" should be on the front and "Directions" should be on the back. To do this, with the invitation facing up and the waiver facing down, fold the page in half first on the line between "You're invited...." and "How to get Jumping..." Then fold again between "You're invited..." and "Directions". Now you're ready to fill in your party details, pop them in an envelope, and leave all the work to the staff at Jumping Jacks!

**\*\*Make sure to have all your guests sign the waiver ahead of time, so we don't have to take up any valuable fun time getting that done!! Also make sure everyone knows they need socks to play.**