

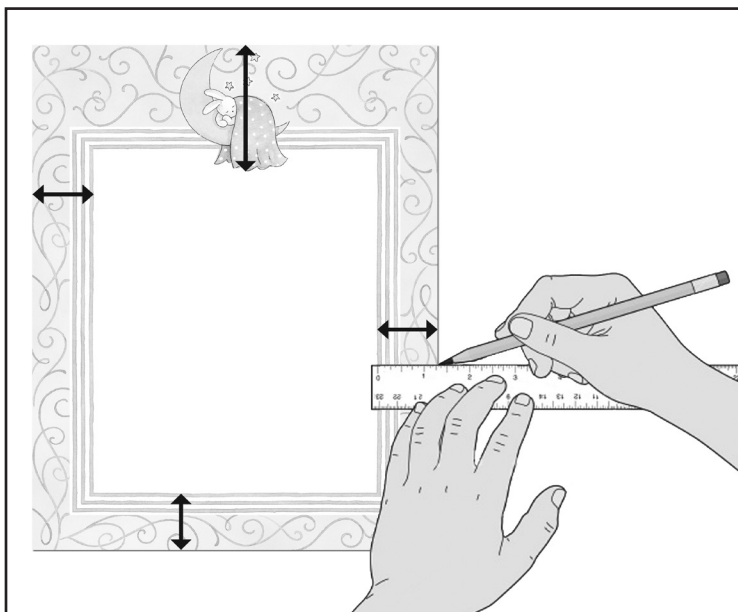
Printing an M. Middleton Imprintable (Microsoft Word 2003)

Before you print:

Understand how your printer prints. What side of the paper gets the ink? Which end of the paper comes out of the printer first? To test how your printer prints, draw a directional arrow on a blank piece of paper, then print your text on it. Note the orientation of the arrow and what side of the paper it is on before and after printing. Doing this will tell you how to place your imprintable in your printer in order to print successfully.

Formatting the text:

1. Open a new Word document.
2. Click on FILE, PAGE SET UP, then click on the PAPER tab. Enter the height and width of the imprintable. Click OK.
3. Click on the MARGINS tab. Measure the distance on the imprintable from the outside edge of the paper to the inside of the card design and write down the measurement on a scratch piece of paper. Do this for the top, bottom, left side, and right side (see illustration below).



These measurements are your margins. Add an additional quarter of an inch (.25) to each of your margin measurements. Enter the margins for the top, bottom, left side, and right side into the designated areas of the MARGINS tab.

4. Choose orientation of the imprintable. Click OK.
5. Type your invitation information.
6. Change the font, the size of the font, and all other font options using the toolbar at the top of your document.
7. *Before printing on your imprintables, practice printing with blank sheets of paper.* Cut out several sheets of paper in the size of your imprintable. Print your text on a practice sheet. Lay your practice sheet over the imprintable and line up all the edges. Note the positioning of the text in relation to the imprintable underneath. (You may need to use this method several times to get it exactly the way you want it.)
8. Once all of the text is correct, go to the top left corner of your document and click FILE, PRINT, then OK.

M. Middleton