



Tips for Successful Printing

Print out these directions, and then return to the product page online to access the templates for your project. You can use these instructions for each printable piece of your kit.

Step 1: Select and open your template by clicking on: the  button on the product page and customize with your personalized information.

- Replace sample text in the template by highlighting the sample text, and typing over it. You can then format the font style, size, and/or color with the directions below

Step 2: Please use the following directions to help you format the font in your project - make sure to type your personalized text first!

- 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: Saving 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. Make sure that the “Save As Type” field says “Word Document” or “Microsoft Word Document.” Click on SAVE to finish. Once you do this, you will have a copy of the template saved to your computer, which you can return to at anytime. To retrieve this, launch Microsoft Word, and click on FILE<< OPEN to browse for your saved project.

Step 4: Before printing, check and adjust the following printer settings:

(To access these settings: click on FILE<< PRINT in the “Print Using Word” template 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 following settings.)

- **PAPER SIZE:** (IF NECESSARY, if you are working with an 8.5” x 11” sheet; please ignore this step.) In the paper-size drop-down box, select CUSTOM SIZE if available, and enter in the width and height of your paper. This measurement can be found in the Page Set-up (FILE<< PAGE SET-UP), or by measuring this item with a ruler.
 - You may also need to look for a section that says “Scale to Paper Size” - this should also have a drop down box where you’ll now want to select custom size. (NOTE: not all printers have this feature or need it adjusted. Test print prior to selecting the “Scale to Paper Size” setting.)



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- **PAPER/MEDIA TYPE:** This is typically defaulted to 'plain letter paper.' Set your printer's paper type to match the stock you are working with:
 - **Business cards, place cards, invitations, program papers, certificates, favor tags, etc:** CARDSTOCK or HEAVYWEIGHT.
 - **Vellum overlays:** TRANSPARENCY
 - **Address or All Purpose Labels:** LABEL or HEAVYWEIGHT
 - **Stationery:** SPECIALTY or OTHER SPECIALTY PAPER
- **PRINT QUALITY:** Change this setting to BEST.

OTHER PRINTING NOTES:

- **Test Printing**

It is always a good idea to test print on plain paper cut to the size of your project 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.).

- **Manually feed the paper into the printer**

It is recommended that you manually feed the paper, 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 job at once, but remove all paper from the printer before sending. You will then be able to put each sheet in one at a time).

- **Adjusting the margins:**

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.

For example, if the text is 1/4 in. too high, then increase the top margin by 0.25 in. If the text is too low, then decrease the top margin by 0.25 in. When increasing the top margin, be careful not to increase it too much. It may cause the last row to shift onto the next page. If this happens, reduce the bottom margin.

Another option is to use your mouse to highlight all of the text within the template. While highlighted, right click your mouse and in the pop-up menu, scroll down to Cell Alignment. From there, you can scroll over and select the box (containing lines) that will reflect where you'd like to move the text within the cell. There are 9 options in this area that may help you raise, lower, center or left/right align the text within the cells.

Additional Questions? Ask us at [GartnerStudiosHelp \(www.gartnerstudioshelp.com\)](http://www.gartnerstudioshelp.com)

Consumer help is available Monday – Friday, 8a.m. to 5 p.m. CST except for major business holidays.

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