



## Tips for Successful Printing

### Invitations, Announcements, and other 5.5" x 8.5" Cards

#### Step 1:

Select and open your template by clicking on the "Print using Word" or "Print using Flash" button (if available), and customize with your personalized information.

#### Step 2:

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

*If using the "Print using Word" template:* 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.

*If using the "Flash" template:* To change font style and size, please highlight the text you wish to change, and use the toolbar options on the left-hand side of the screen to make your changes.

#### Step 3:

Before printing, adjust the following printer settings:

*To access these settings, click on **FILE<< PRINT** in the "Print Using Word" template, or on the pink "Print" icon in the "Print using Flash" 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** (this may be in a 'Layout' or 'Paper Options' tab):  
In the paper-size drop-down box, select **CUSTOM SIZE**, if available, and enter in the width and height of your paper: 5.5" x 8.5"
  - 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.)
- **PAPER/MEDIA TYPE:**  
Set your printer's paper type to **CARDSTOCK** or **HEAVYWEIGHT**. This is probably currently set on 'plain letter paper.'
- **PRINT QUALITY**  
Change this setting to **BEST**.

#### OTHER PRINTING NOTES:



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- **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 .25 in. If the text is too low, then decrease the top margin by .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.

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([www.gartnerstudioshelp.com](http://www.gartnerstudioshelp.com))**

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