



Tips for Successful Printing

Please print these tips, and then download your template to get started. To download the template for your project: access www.gquaredtemplates.com, enter your SKU# in the search box, and then click on the blue “Print Using Word” button or ribbon to open the template.

Place Cards

Step 1:

Highlight the sample text (“John Doe, Table 1”) with your cursor, and begin typing your customized text “over” the sample. Use the TAB key to move to the next cell, making sure to type your text only in the cells that contain sample text (rows 2, 4, and 6). If you would like to use Mail Merge to create your cards, please review the instructions in our FAQ page: **Mail Merge Printing Tips** (<http://www.gartnerstudios.com/skuDetail.cfm?sku=23000>).

Step 2:

To change font style and size, please highlight the text you wish to change (type your personalized text first), and then click on FORMAT in the top toolbar, and select FONT from the drop down menu to open the font options box.

Step 3:

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.

Printing Notes -- A FEW NOTES ABOUT PRINTING PLACE CARDS:

1.) Printing on card stock:

Our place cards are made of heavyweight paper (card stock). Please use the Card Stock or Heavyweight Paper setting for your printer if available. This setting is generally found under FILE--PRINT--PROPERTIES, and then media or paper type or something similar. Please consult with your printer’s manual or manufacturer’s customer support line for further assistance finding these settings.

2.) Print quality:

Avoid using fast draft or draft setting. This setting often results in the paper moving rapidly through the printer, potentially resulting in crooked or misaligned text.



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3.) Test print:

It is always a good idea to test print on plain paper before using the actual stock for your project. Since the place card stock is letter-sized, any standard printer paper will work for this purpose. 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.).

To print just one page, put the cursor on the page you want to print and click FILE >> PRINT. In the resulting dialog box, select Current Page and then only that one page should print.

4.) Hand- feed the paper into the printer:

It is recommended that you hand-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.

5.) 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 of place cards 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 place card 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 place card cells.

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

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

Looking for more? GSquared items are available at Wal*Mart stores nationwide; some items are also available online at [Walmart.com](http://www.walmart.com/) (<http://www.walmart.com/>).