

Instructions for printing the Greeting Cards

(Don't panic. Printing the card is easy. Just follow the step by step instructions and you'll breeze right through. Color printer or Black & White; your choice.)

You could print on an ordinary sheet of computer paper, but if you do, your card won't be centered.... unless you first cut the computer paper down to a 10"x 6.5" sheet, which you would then fold to make a 5"x6.5" card.

Card stock is a better choice. Get this one for a perfect card (and no cutting): **Recollections Value Pack Cards and Envelopes, size 5"x6.5"**, available at all those big box crafts stores.

1. From the *email that has the card links in it*, click on the one entitled **CardFRONT.pdf**.
2. When the file opens, you'll see a small printer icon in the upper right. Click it. The dialogue box opens. It might look something like this:



(If prompted, choose US Letter [8.5" x 11"] and any percentage between 95% and 100%.)

3. Now place paper or (unfolded) card stock in the **center** of the paper tray or feeder of your printer. Print.

4. After printing **CardFRONT.pdf**, close that one and open **CardINSIDE.pdf**.

5. For the inside of the card, you'll use the paper or card stock you just printed on in step #8 above. Put it back in paper tray or feeder of your printer, centered, and making sure it's facing so that the computer will print on the blank side—not the side that now has artwork on it.

► *Don't know which side your computer will print on? Test it with a plain sheet of paper..*

Write "This Side Down" on one side and put it in the printer with – you got it—that side down. Print something (anything).

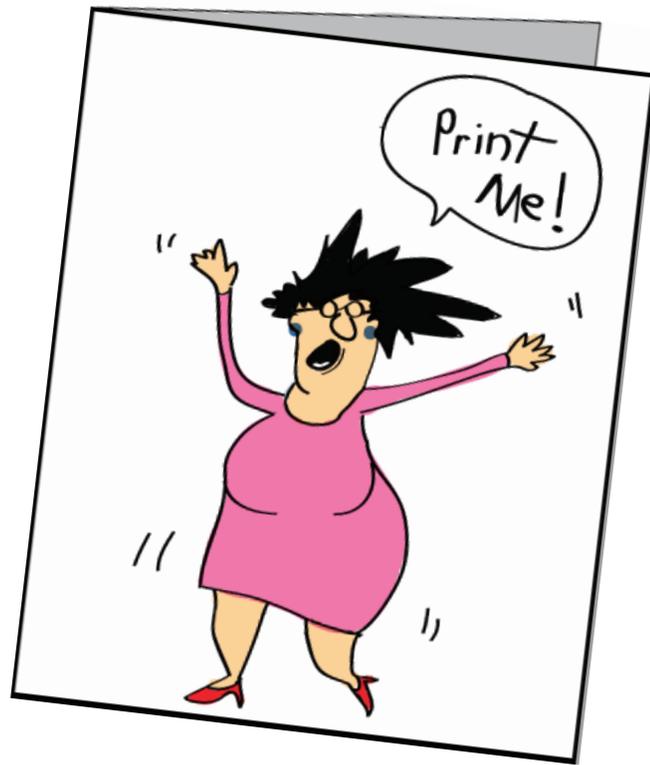
Did it print on the side that was down or the side that was up? Make a note of it!

► *Vernon's printer always prints on the side of the paper that's facing up, so he would put the card stock in the paper tray or feeder with the picture down, the blank side up.*

6. As before, look for the printer icon on the top right side of the page. Click it to open the dialogue box.

7. All set? Now Print.

8. Take the card out of the computer. Fold it. It should look something like this:



9. Ta da! Success. If you have lots of friends, you might want to print extra cards and save them for a rainy day. Or save them for a day when you need a greeting card in a hurry, regardless of atmospheric conditions.