PRINTING INSERT SHEET VERTICALLY FOR DEC6 CARD

Load insert sheets or test paper with **NARROWER WIDTH AT TOP** into printer.

Click on **File** tab, **New** & **Text** Document.

Click on **Centre** text alignment icon.

Click on **Format** tab, **Page** & in **Width** box enter **27.6cm** & in **Height** box **13.8cm**.

Under **Orientation** click **LANDSCAPE**.

Decide what **Margins** you require around your wording, enter in appropriate boxes & then click **OK**.

Click on **Columns** & enter '**2**' in Columns box or click on **Icon** that shows 2 columns.

In the **Spacing** box enter the space required in the middle between the 2 columns, then click **OK** (e.g. if you require a border of **10mm** around each page enter **20mm** for the middle space giving **10mm** each side of the middle when folded). The size of the columns will be automatically calculated.

Click on **File** tab, **Print Settings** & under orientation click on **LANDSCAPE.**

Click on **File** tab, **Save** & **Page Preview** to check your page is set up correctly.

Decide **Font** style, size & colour – maybe a Silver Grey if you are embossing in Silver, a Golden Yellow if you are embossing in Gold or perhaps match up with Mulberry Silk Paper colour ifyou are using.

You may want to print both sides of the inside sheet or the right side only. Move **Cursor** to top of second column and type wording from here to print out on the right-hand side only. Play around with the spacing and sizing until you are happy and don't forget to **SAVE!**

TO PRINT OTHER SIDE FLIP OVER SHEET WITH THIS RIGHT SIDE FACING THE BACK AT THE TOP

Printing sequence of more than one insert sheet:
Insert sheet 1: Page 1 in left column Page 6 in right column.
Insert sheet 2: Page 3 in left column Page 4 in right column.
Flip over **Insert sheet 2** and print
Page 5 in left column and Page 2 in right column.

Always thoroughly check the details especially dates, grammar, punctuation & spelling. Print out 1 set and ask several people to 'proof-read' before proceeding. Mistakes can be often missed by more than one person!

Click on **File** tab, **Print** & then **OK** to print.

Carefully fold sheet, put a strip of glue down right of inside crease of card and attach insert. If you are using more than one insert sheet use a long armed stapler to attach to card.