

PRINTING INSERT SHEET VERTICALLY FOR DEC8 CARD

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

**CHECK THIS CAREFULLY AS THIS SIZE
INSERT SHEET LOOKS ALMOST SQUARE!**

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

Click on **Centre** text alignment icon.

Click on **Format** tab, **Page** & in **Width** box
enter **188mm** & in **Height** box **204mm**.

Under **Orientation** click **PORTRAIT..**

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 **5mm** around
each page enter **10mm** for the middle space
giving **5mm** 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 **PORTRAIT**.

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 if you 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.