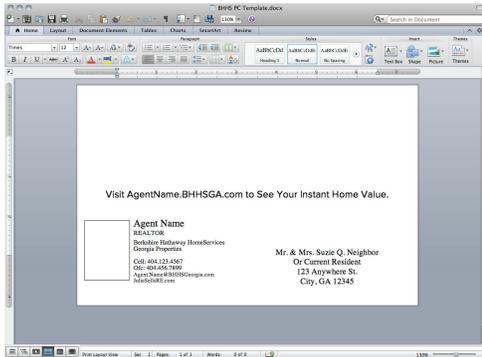




Post Card Template Instructions

Below are the 3 basic steps for setting up your custom message and printing onto the existing post cards.

Step 1



Setting up Word Template

First things first. Use the provided Word template to type in your message, your information and mailing address.

Tip: In order to fit property on the post card, you want to make sure you are using the same characters/spacing that is in the Word template.

** See your office administrator for additional help.

Step 2



Inserting Post Card

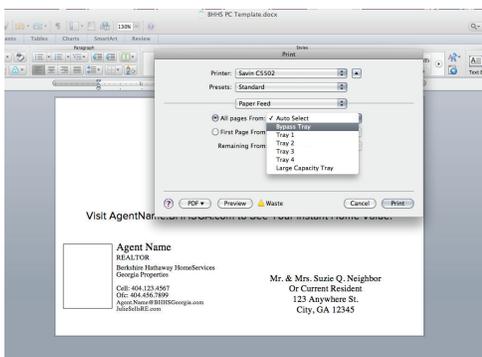
Once you have set up your Word template, you are ready to insert your post card into the printer. In this example, we are using the Savin printer that is in most of your offices.

Insert the post card face up in the bypass tray on the side of the printer. (See image to the left for reference)

Tip: It is always a good practice to run a blank sheet of paper (8.5 x 5.5) through to assure it lines up the way you want.

** See your office administrator for additional help.

Step 3



Printing template onto Post Card

You are now ready to print! From your Word file select: "Print". In your print menu you will need to select the bypass printer tray and set the paper size to 8.5" x 5.5".

Tip: As mentioned above, use a blank sheet of paper the first time. Different printers can print different ways.

** See your office administrator for additional help.