

Tech Lesson

Printing with Special Papers



1. Printers - Small, Medium, Large
2. Printer Paper
 - a. US and Canada Standards
 - i. Sizes
 1. 8.5" x 11" Standard
 2. 8.5" x 14" Legal
 3. 11" x 17" Tablet or Ledger
 - ii. Format
 1. Portrait
 2. Landscape
 - b. Special Paper – Labels, Photo, Business Card and more visit www.avery.com
3. Name Cards/Business Cards – Special Paper: Avery 5871
 - a. [Go to avery.com/templates](http://www.avery.com/templates) and Enter Product number: 5871
 - b. Download Blank Templates - Click on "Microsoft WORD – all versions"
 - c. Click "Download as a guest" and Enter email and Download to Desktop
4. Open Template on Desktop
 - i. Create the first card. (Fonts, Colors, Centered)
 - ii. Copy and Paste
 - iii. Print a test page – Edit
 - iv. Load Special Paper and Print
 - v. Save to Desktop