

Tech Lesson

Printing with Special Papers



1. Printers

- a. Small, Medium, Large (categorized by # of pages printed)
- b. Standard Features:
 - i. Inkjet or Laser or MFP (Multi-Functional Printer)
 1. MFP – print, scan, fax, 3-hole punch, staple, etc...
 - ii. Single use - Networked - Wireless
 - iii. Duplex (2-sided copies)

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 format
 2. Landscape for ledgers, special documents and photos
- b. Specialized Paper
 - i. Labels
 - ii. Photo Paper
 - iii. Business Cards
 - iv. And many more – visit www.avery.com

3. Name Cards/Business Cards Avery 5871

- a. [Go to avery.com/templates](http://avery.com/templates)
- b. Enter Product number: 5871
- c. Download Blank Templates - Click on “Microsoft WORD – all versions”
- d. Click “Download as a guest”
- e. Enter email
- f. 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