

GREETING CARDS (1/2 – FOLD)

Printworks Greeting Cards are a high quality card stock that produces vibrant colors and rich text. Printing your own cards is much more economical than store bought cards plus it lets you personalize your cards to fit every occasion. Our ultra-heavyweight card stock allows for quick drying time and no bleed through. Printworks Greeting Cards are perfect for Birthday cards, Party invitations, Wedding announcements, Thank you notes, Holiday cards and more.

INSTRUCTIONS FOR USE: (please read all instructions before proceeding)

1. DESIGNING YOUR CARD

A. Using creative software:

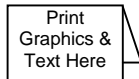
- Follow the directions on your creative software to design your card. Use the template for a half or single fold card. Below is a list of some software titles that contain greeting card templates:
 - Microsoft® Picture It!® 2001
 - Microsoft® Publisher
 - Microsoft® Greetings Workshop
 - Microsoft® Home Publishing
 - American Greetings® CreaCard®
 - Broderbund® The Print Shop®
 - CorelDRAW™
 - Sierra® Print Artist™
- Once you have designed your card using one of the software programs listed above, you are ready to print. Go to part #2: **PRINTING YOUR CARD.**

B. Using a word processing program

- To format your cards in a word processing program such as Microsoft® Word and Corel® WordPerfect®, please follow the formatting instructions below:

Step 1 Go to Page Setup:

For a Top Fold Card:



For a Side Fold Card:



Settings:

Page Orientation:	Landscape
Margins:	
Top:	6.0"
Bottom:	0.5"
Right:	0.5"
Left:	0.5"
Go to Step 2	

Settings:

Page Orientation:	Portrait
Margins:	
Top:	0.5"
Bottom:	0.5"
Right:	0.5"
Left:	6.0"
Go to Step 2	

- Step 2. **Save** these settings under the file name "CARDINSIDE".
- Step 3. Go to **SAVE AS** and resave this file under the file name "CARDFRONT"
You now have two identical files with the same settings.
- Step 3. Open the file "CARDFRONT". This is the front of your card. Add any graphics or text following the instructions of the software program. Save and close this file.
- Step 4. Open the file "CARDINSIDE". This is the inside of your card. Add any graphics or text following the instructions of the software program. Save and close this file.

- Once you have designed your card, you are ready to print. Go to section 2 : **PRINTING YOUR CARD.**

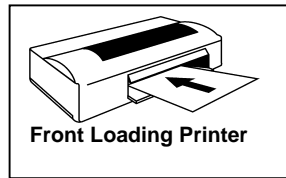
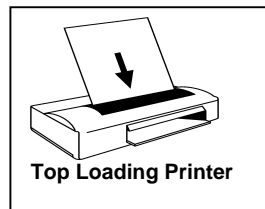
2. Printing your card

- **Printer Settings** - Printworks Greeting Cards are compatible with most color inkjet printers. Select printer settings from the chart below:

	Media Type	Print Quality	Size	Other
HEWLETT PACKARD 600, 700, 800, 900, 1000, 1200 & 2000 SERIES	Premium Inkjet Paper	Best	Letter	
HEWLETT PACKARD PHOTO SMART P1000, P1100, P1200 & P1300 SERIES	HP Matte Greeting Cards	Best	Letter	
CANON BJC 2000, 4000, 5000, 6000 & 8000 SERIES	Greeting Cards	High	Letter	Standard
EPSON 400, 600 700, 800 & 900 SERIES	360 DPI Inkjet Paper	Normal	Letter	
EPSON STYLUS PHOTO 700, 800, 900, 1200 & 2200 SERIES	360 DPI Inkjet Paper	Normal	Letter	
LEXMARK 5000, 7000 & Z SERIES	Coated Paper	Normal	Letter	Natural Color

-for brands and models not shown above, refer to your printer manual for instructions on settings for greeting cards or visit our website for the most up-to-date settings: <http://www.myprintworks.com>

- **Test Print** – We suggest first printing your image on a plain piece of paper to ensure desired size and location of image. Note: Image quality will not be as good when printed on plain paper.
- **Loading Media** – Load a single card into your printer per your type of printer (see diagrams below). Image can be printed on either side of the paper.

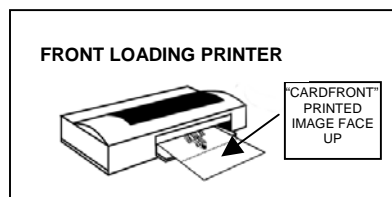
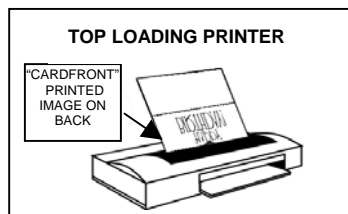


A. Printing your card using a creative software program

- The program will run a printer test to show you how to load the paper for 2-sided printing. Follow the visuals.

B. Printing from a word processing program

- After the paper is loaded, open the file "CARDFRONT" which contains the front panel of your card. Print this file.
- Next, open the file "CARDINSIDE" which contains the inside panel of your card.
- For **TOP** loading printers: reinsert the card with the **PRINTED IMAGE FACING THE BACK OF THE PRINTER** and the printed panel of the card **TOWARDS** the printer. See diagram below.
- For **FRONT** loading printers: reinsert the card with the **PRINTED IMAGE FACING UP** and the printed panel of the card **TOWARDS** from the printer. See diagram below.



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For more product information, visit our website www.myprintworks.com
or e-mail us at printworks@pariscorp.com