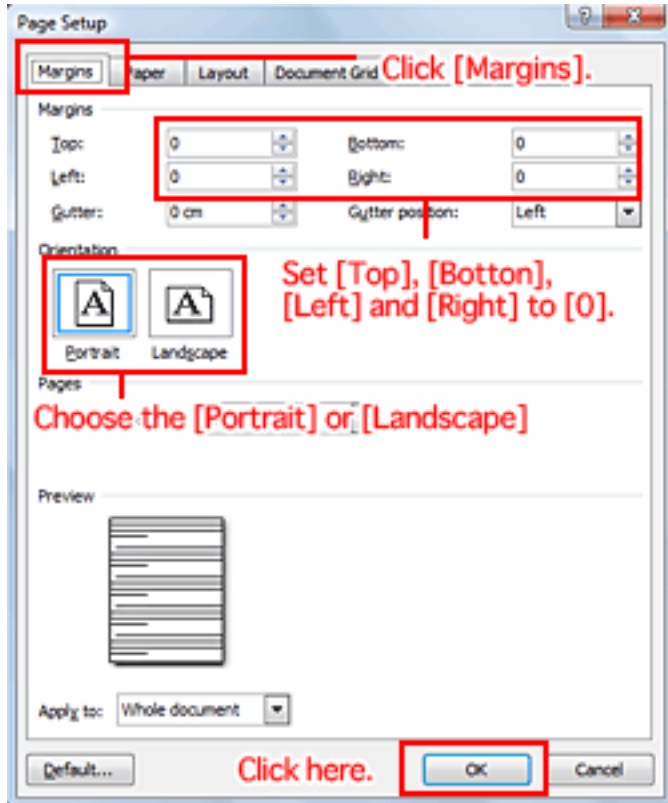


How to make Letter 8.5"x11" Photocard

NOTE: We sell Letter 8.5"x 11" Photocard only within the US.

How Page Setup

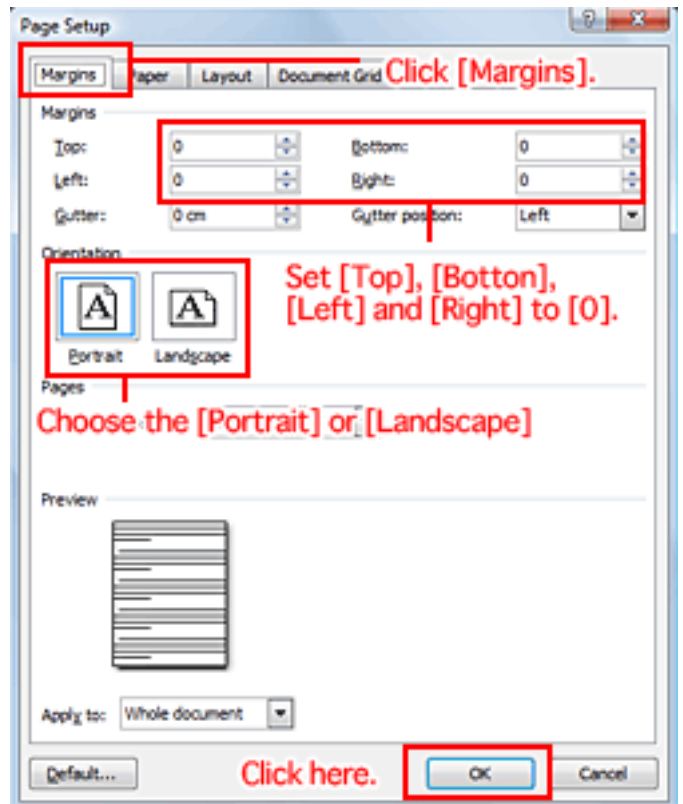


1

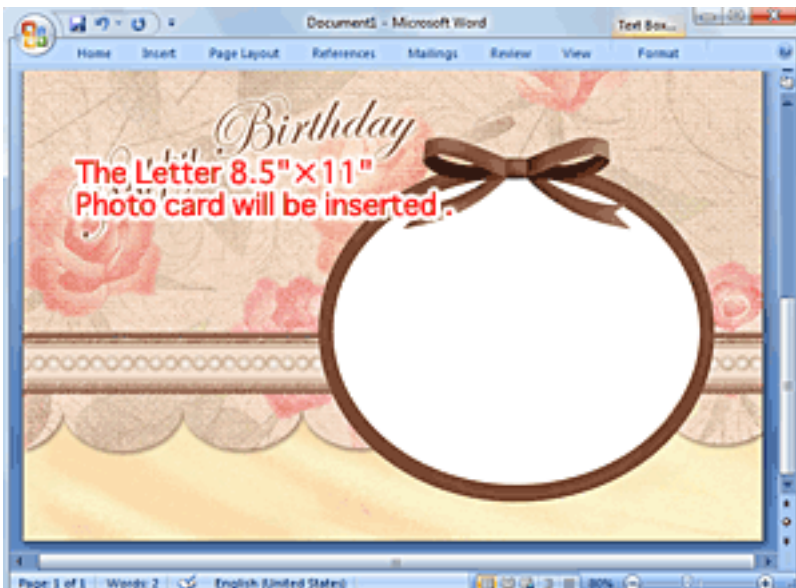
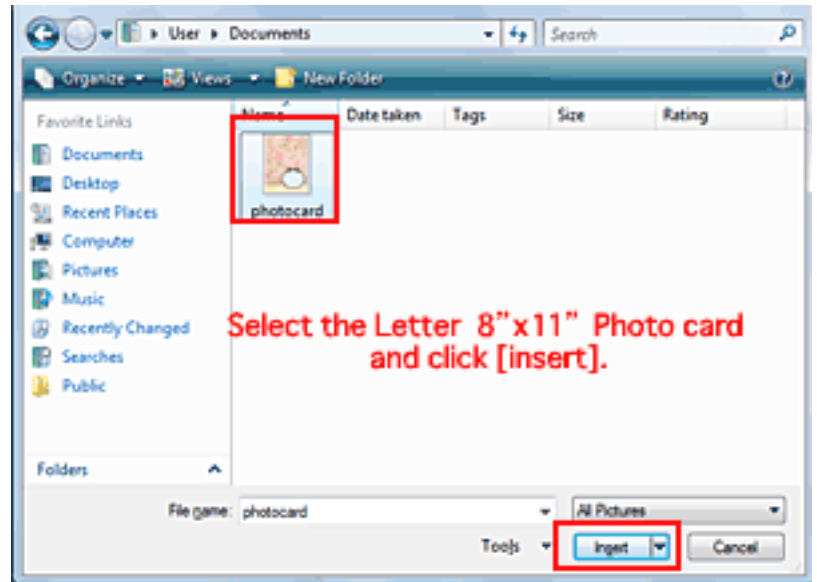
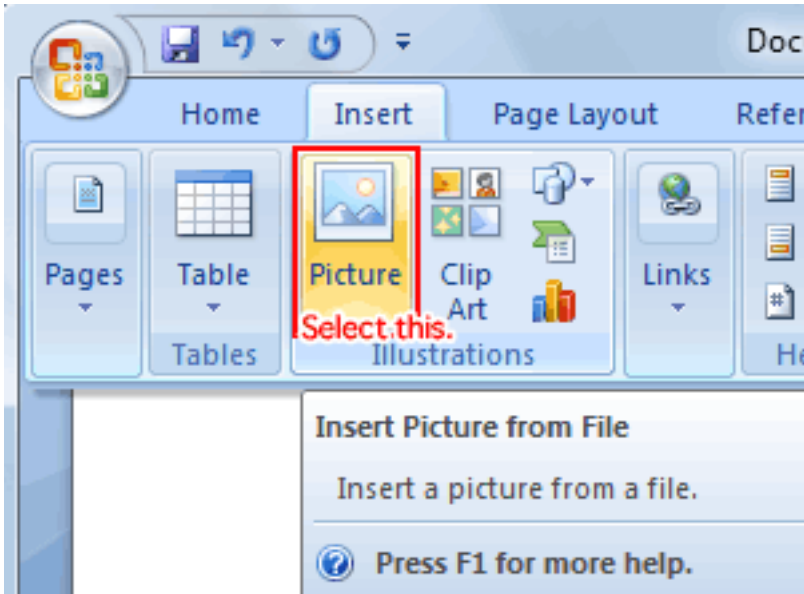
Start Word and when a new document opens, click on the [Page Layout] tab, and click Custom Margins from Margins.

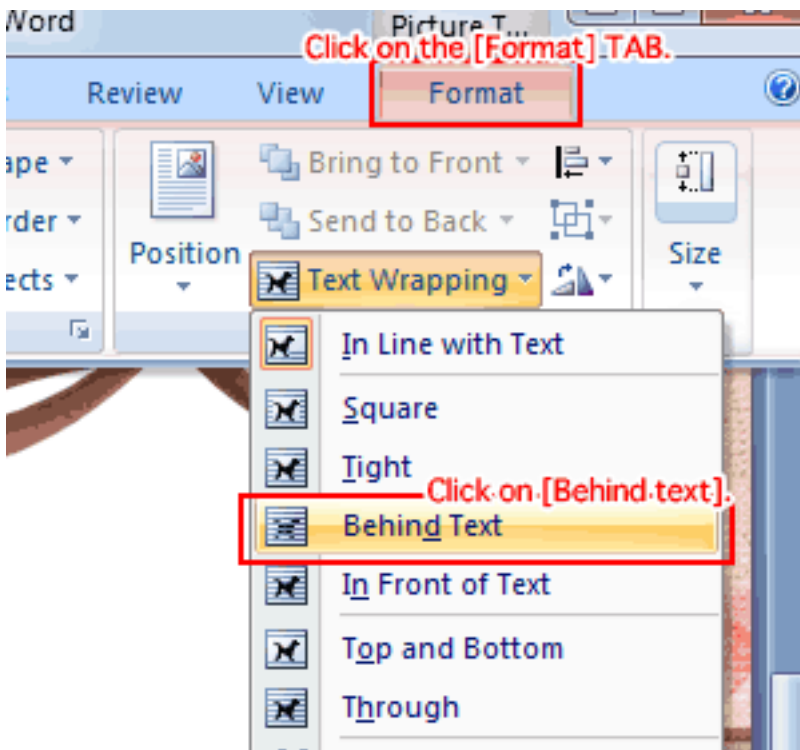
When the dialog box opens, click on the [Margins] tab and set [Top], [Bottom], [Left] and [Right] to [0].

Next, click on the [Paper] tab and set [Paper size] to [Letter 8.5" x 11"] .



Insert the Letter 8.5"x11" Photocard and Photographs

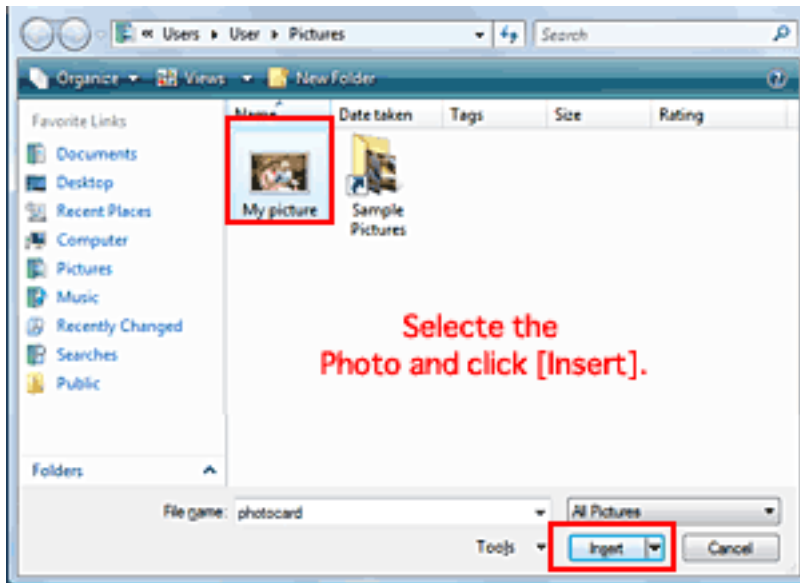




3

Select the Letter 8.5"x11" photo card you inserted. From the [Format] tab, select [Arrange/ Text Wrapping].

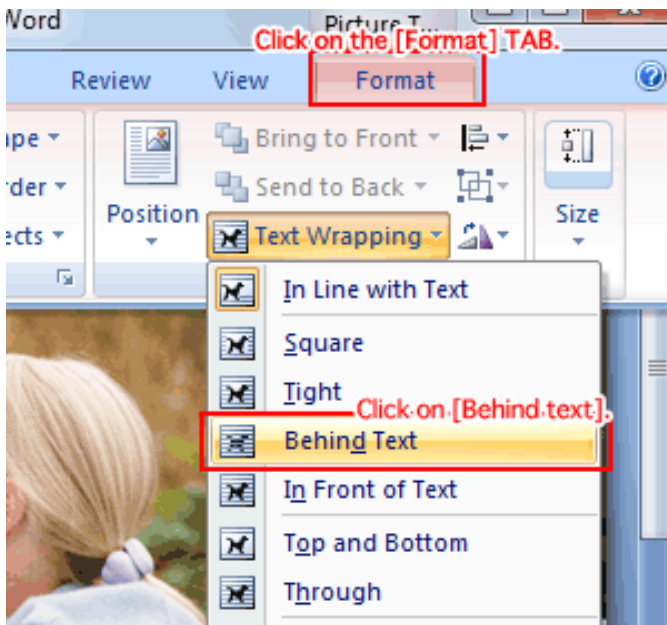
Click on the [Layout] tab. From [Wrapping style], click on [Behind text] and then click [OK].



4

Insert your photograph. Select [Picture] from the [Insert] tab.

Choose the photograph for layout, and click the [Insert] button.



5

Select the photograph you inserted.

From the [Format] tab, select [Arrange/ Text Wrapping].

From [Wrapping style], click [Behind text], and click [OK].

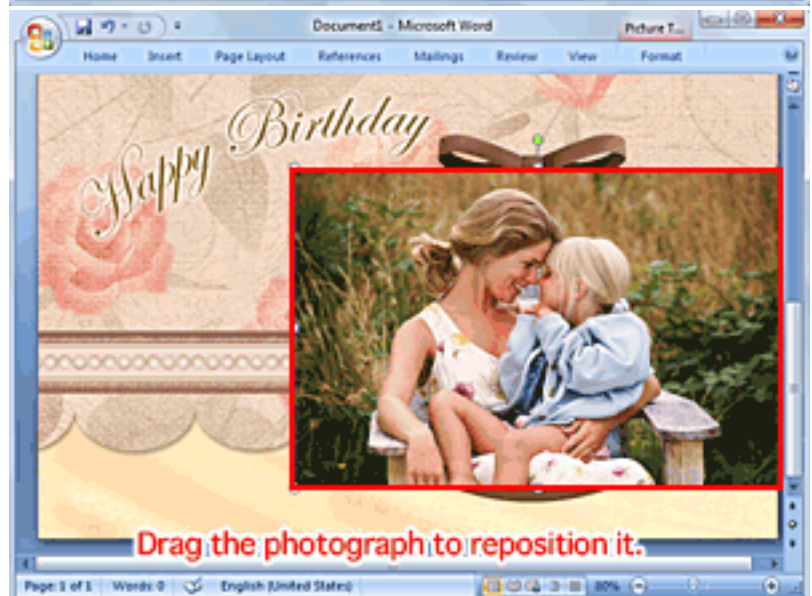
6

The photograph will fill the whole page, so you need to resize it to fit into the Letter 8.5”x11”Photo card frame (white area).

Select the photograph and drag the resizing handles at the corners to resize the photograph.

Drag the photograph to reposition it.

To rotate the photograph, select it and then drag the object rotation handle at the top.

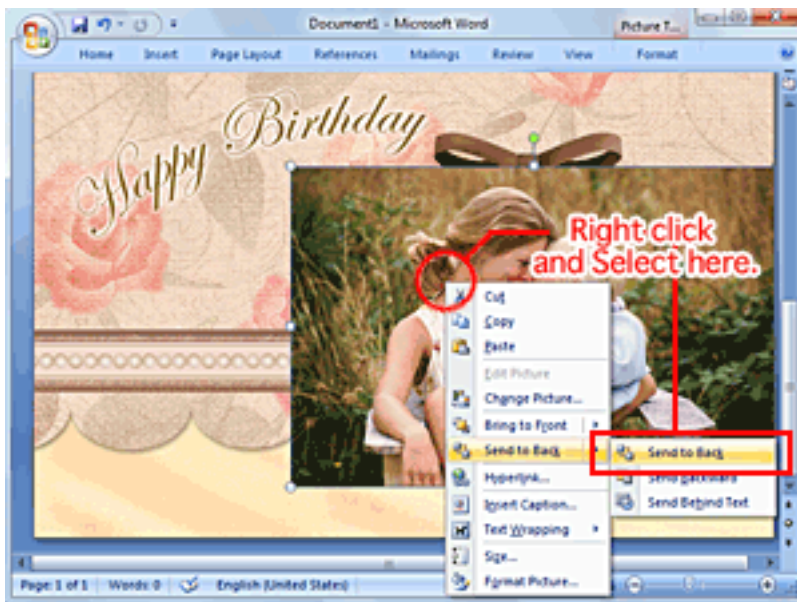


7

When the photograph layout is set, select the photograph and then right click on it and select [Order] and then [Send to Back].

The photograph will be moved behind the Letter 8.5"x11"Photo card.

If you are inserting several photographs, repeat Step 4 to 7.



Enter a comment

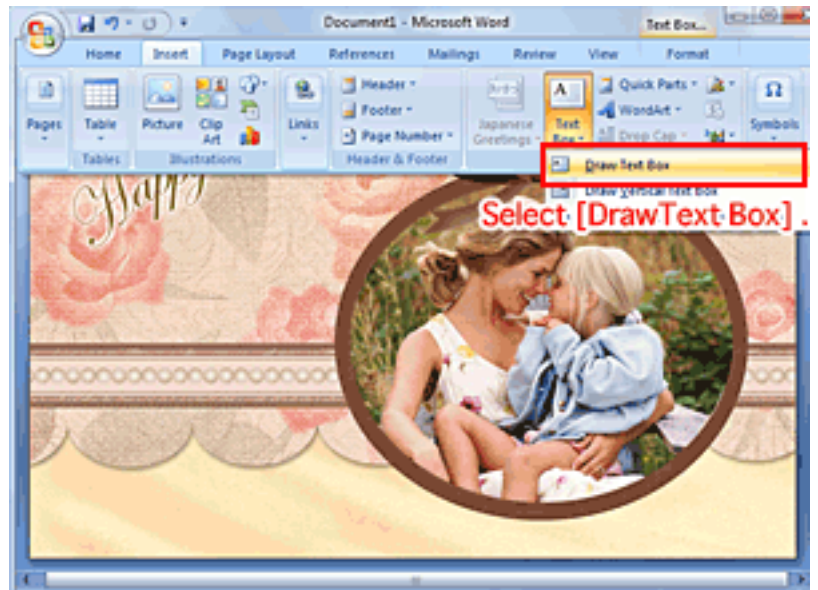
1

The Letter 8.5"x11"Photo card is designed with label and memo spaces so that you can enter comments.

And, you can also enter text in other areas, so you can easily add comments into areas where the text will be easy to read.

From the [Insert] tab, select [Horizontal] or [Vertical] from [Text Box].

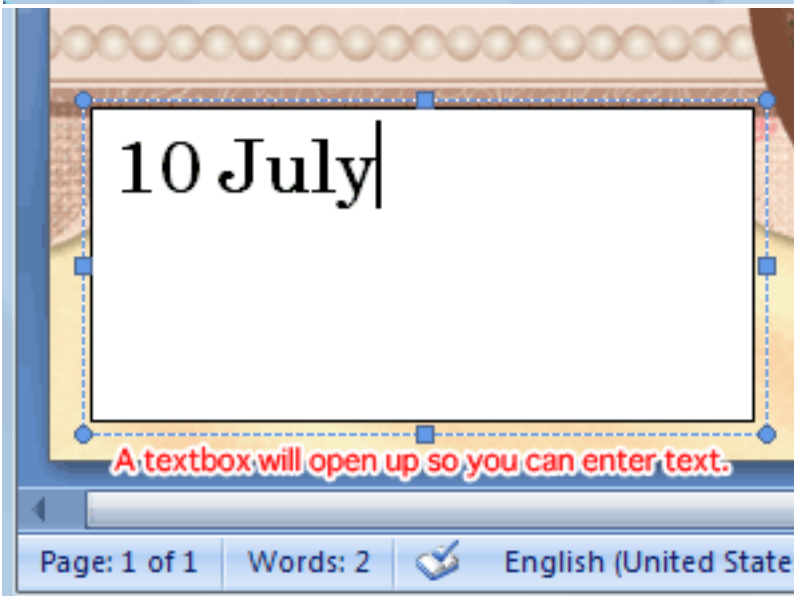
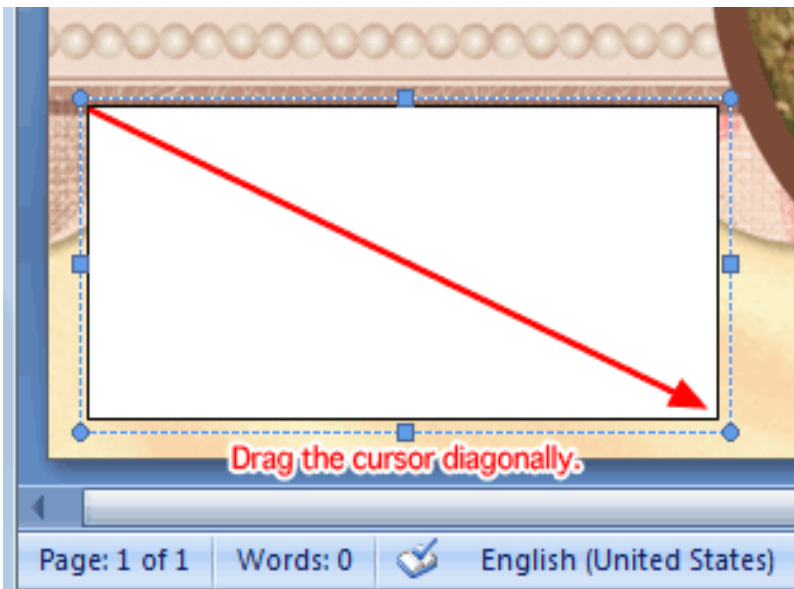
The comment in the example will be horizontal, so we will select [Horizontal].

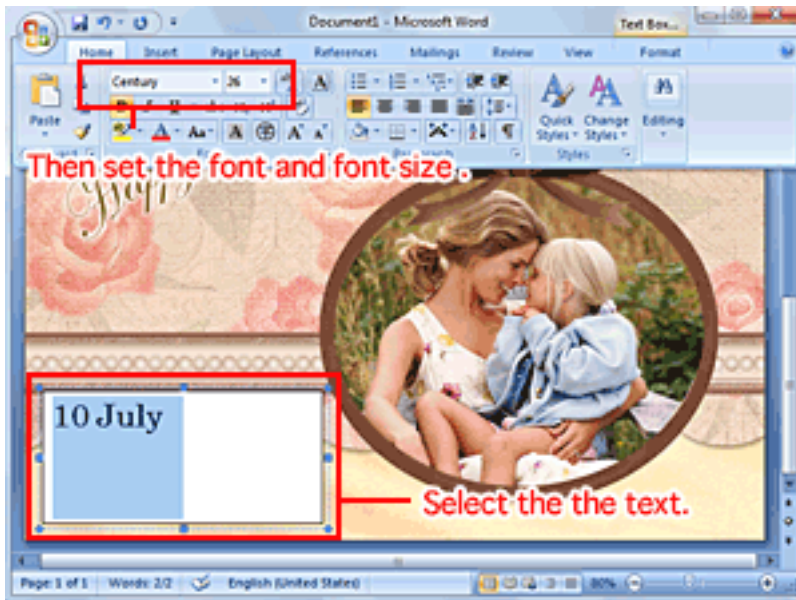


2

Drag the cursor diagonally across the area where you want to enter a comment.

A textbox will open up so you can enter text, such as a comment or the date, etc.





3

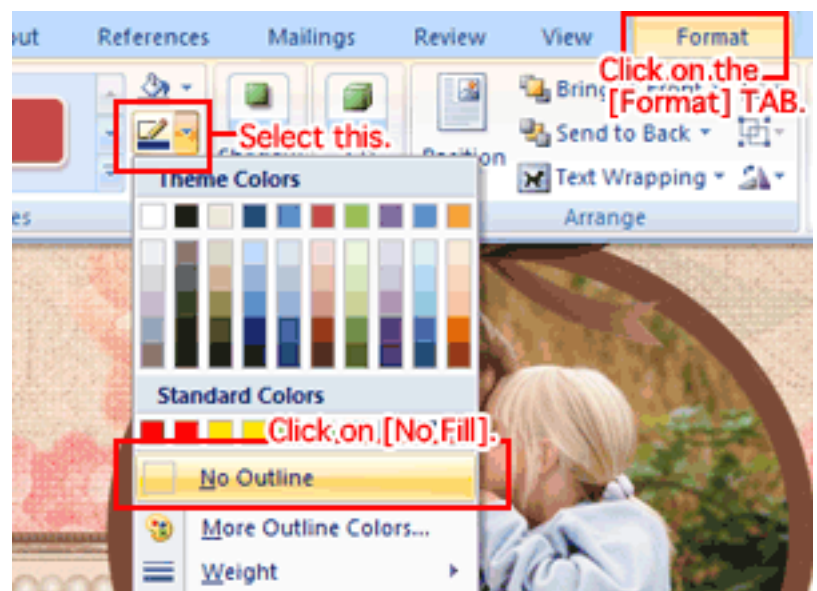
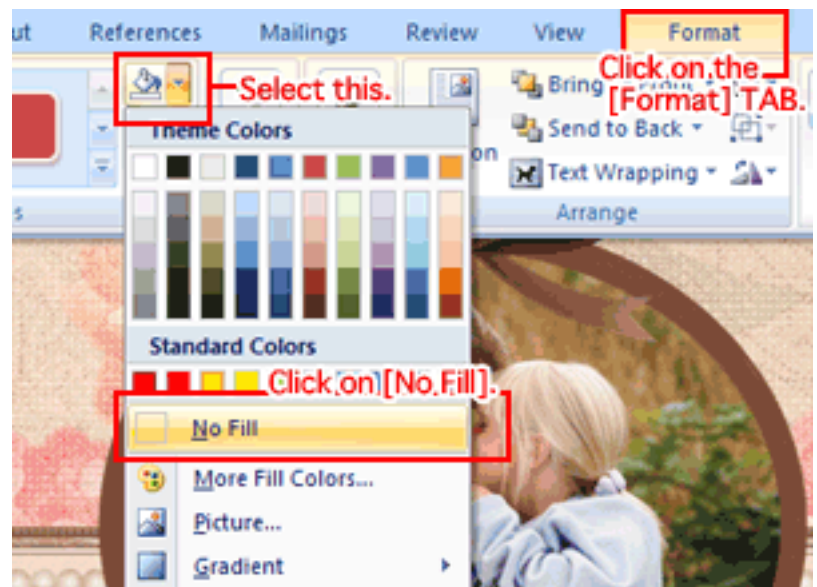
To change the typeface or size, highlight the text by dragging the cursor from start to finish, and from [Fonts] in the [Home] tab, select the font type and size.

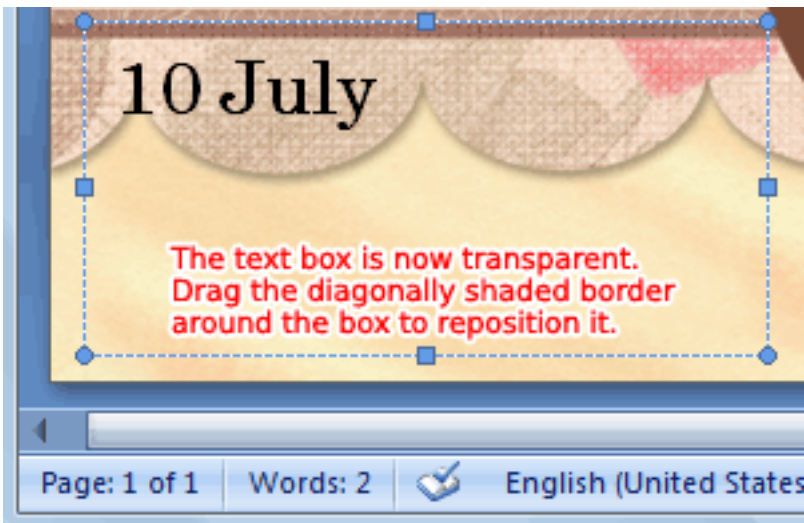
4

The text box is colored white with a black border, so you will need to make it transparent.

Click on the text box to highlight it, and from the [Format] tab, set [Shape Fill] to [No Fill], and [Shape Outline] to [No Outline] from [Text Box Style].

Then, click the [OK] button.



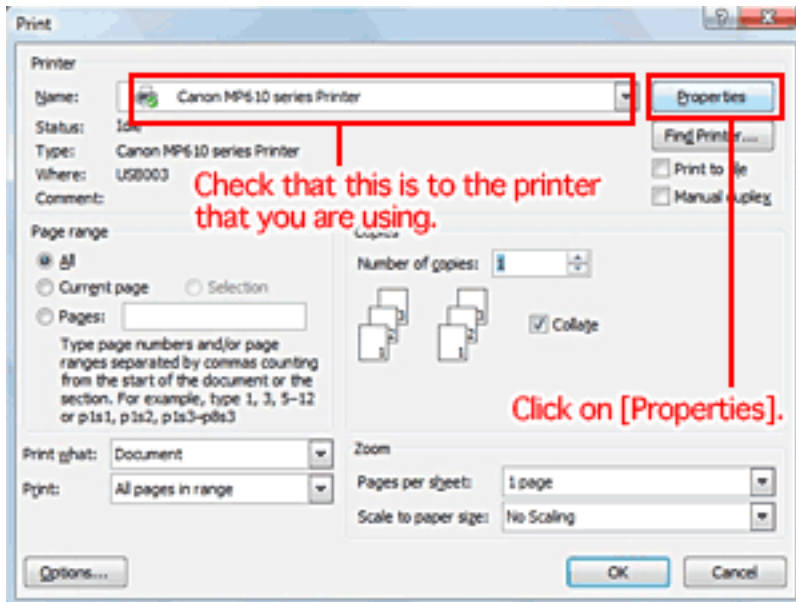


5

The text box is now transparent.

To reposition the text box, drag the diagonally shaded border around the box when it is selected.

Set the Printer - Windows Vista



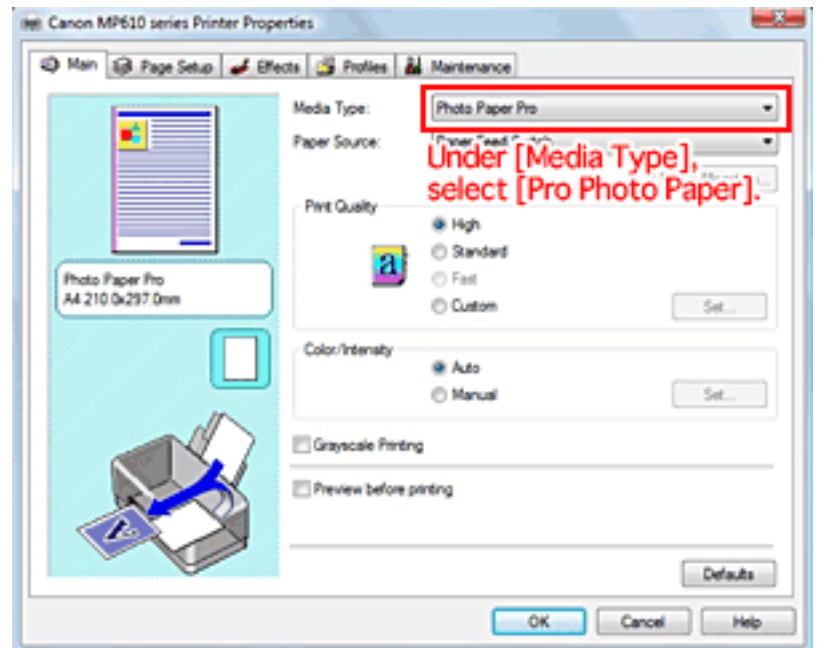
1

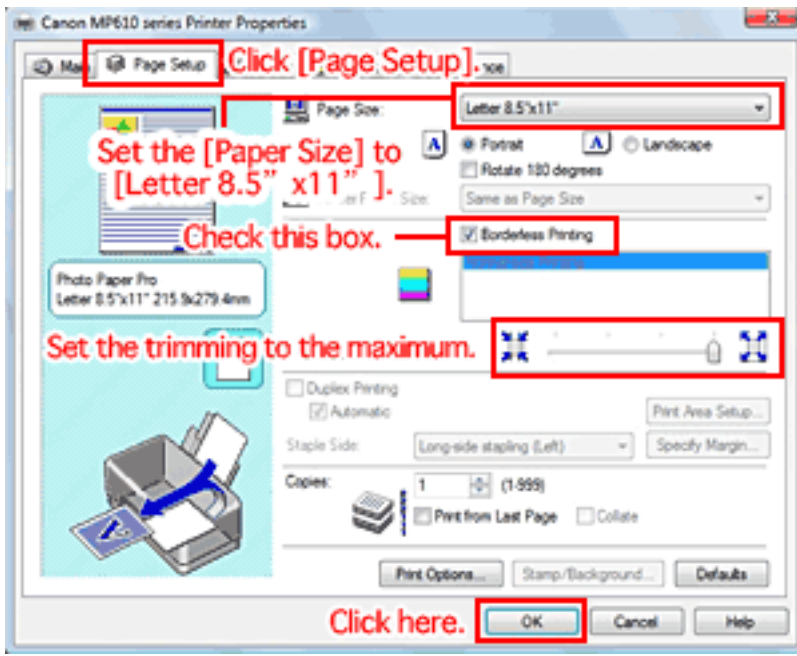
Set the printer. From the Office button, select [Print], and from the dialog box that appears, check that the printer in [Printer Name] is the same as one you are using.

Then, click the [Properties] button.

2

When the [Properties] dialog box appears, under [Media Type], select [Photo Paper Pro].





3

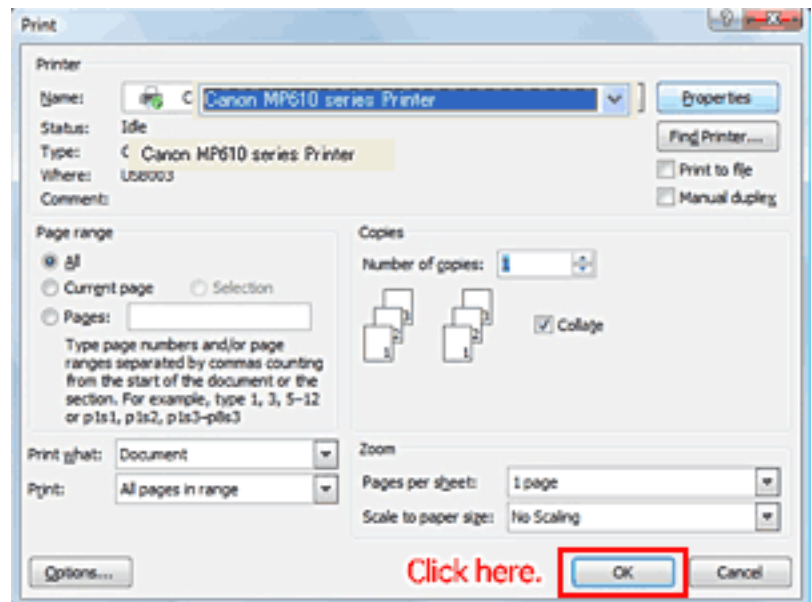
Next, click on the [Page Setup] tab.

Here, set the [Paper Size] to [Letter 8.5" in 11"] and check the [Borderless Printing] box.

When the message [Print without margins has been set] appears, click [OK].

Set the [Amount of Extension] slider all the way to the right (max.).

When the setup is complete, click [OK].



4

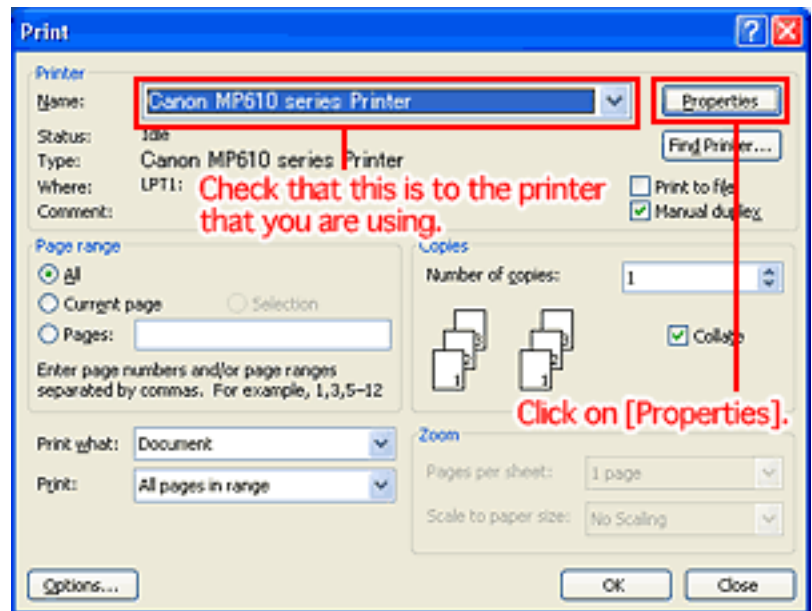
The [Print] dialog box will reappear. Click [OK].

Set the Printer - Windows XP

1

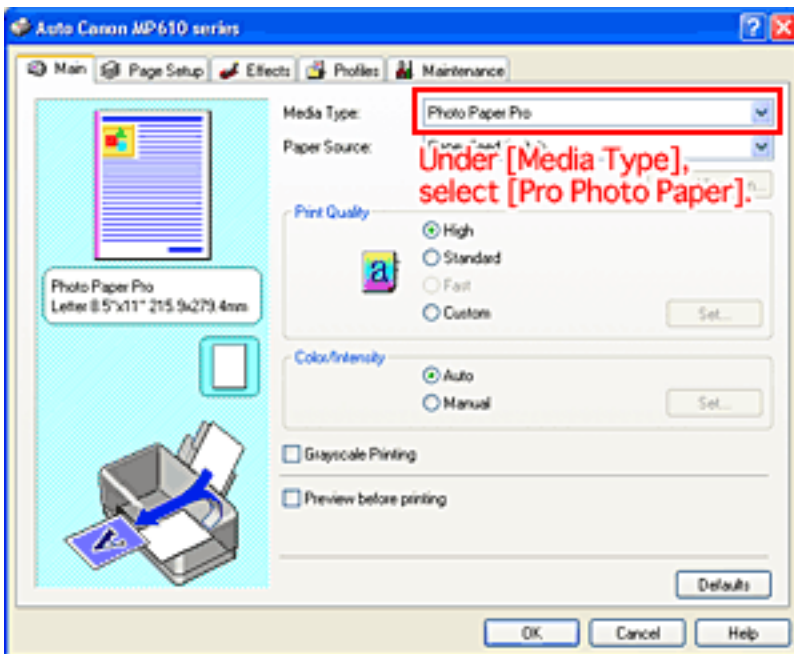
Set the printer. From the [File] menu, select [Print]. In the dialog box, under [Printer], check that the printer you are using appears in the [Name] field.

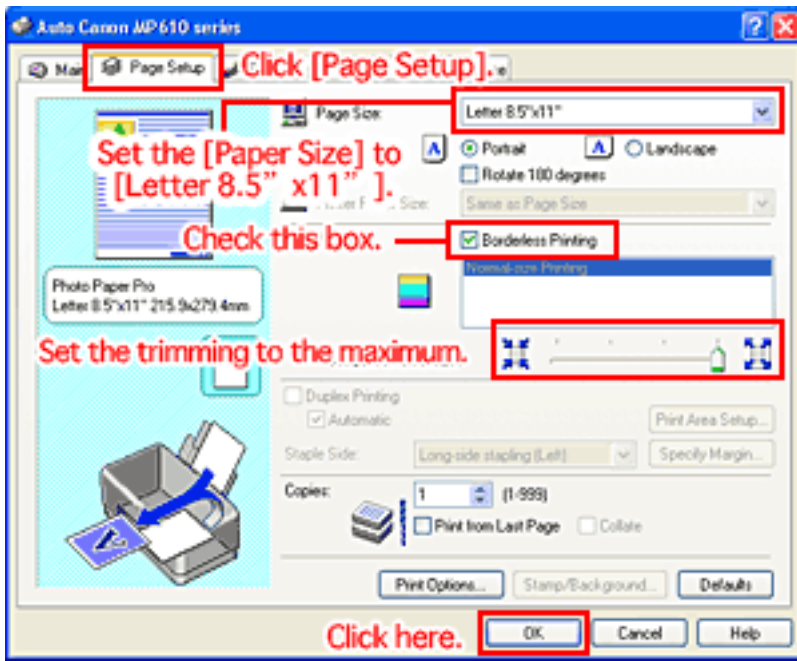
Then, click on [Properties].



2

When the [Properties] dialog box appears, under [Media Type], select [Photo Paper Pro].





3

Next, click on the [Page Setup] tab.

Here, set the [Paper Size] to [Letter 8.5" in 11"] and check the [Borderless Printing] box.

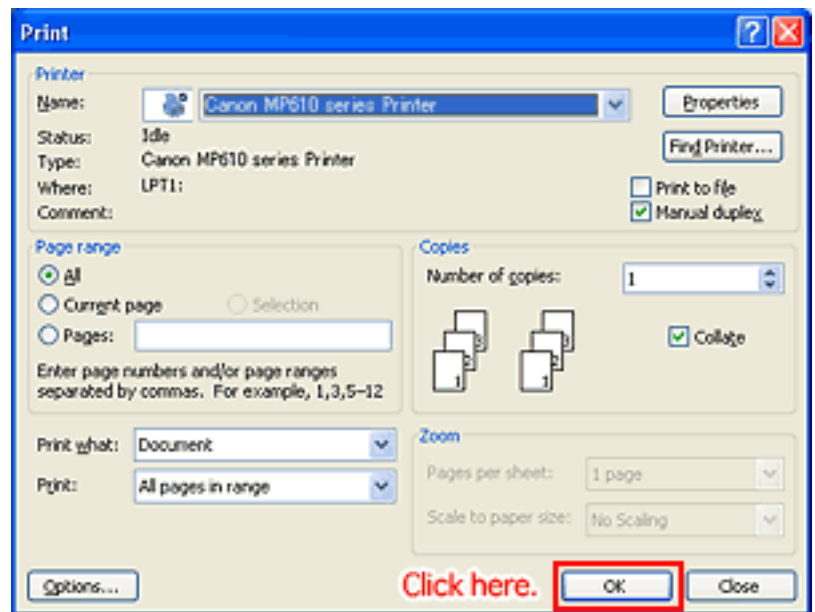
When the message [Print without margins has been set] appears, click [OK].

Set the [Amount of Extension] slider all the way to the right (max.).

When the setup is complete, click [OK].

4

The [Print] dialog box will reappear. Click [OK].



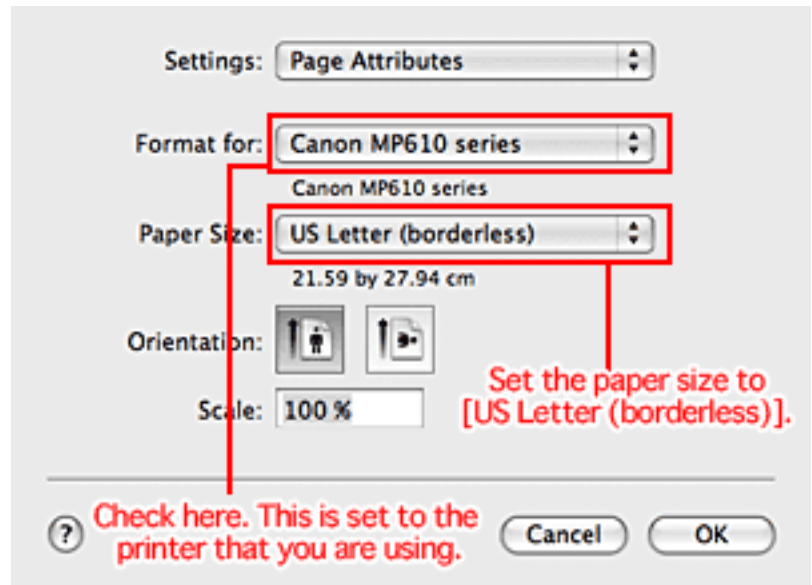
Set the Printer - MAC

1

Set the printer. From the [File] menu, select [Page Setup] to display the Page Setup window.

Under [Printer], check that the printer you are using appears in the [Name] field.

Then set the paper size to [US Letter (borderless)], make sure the orientation is correct and then click [OK].



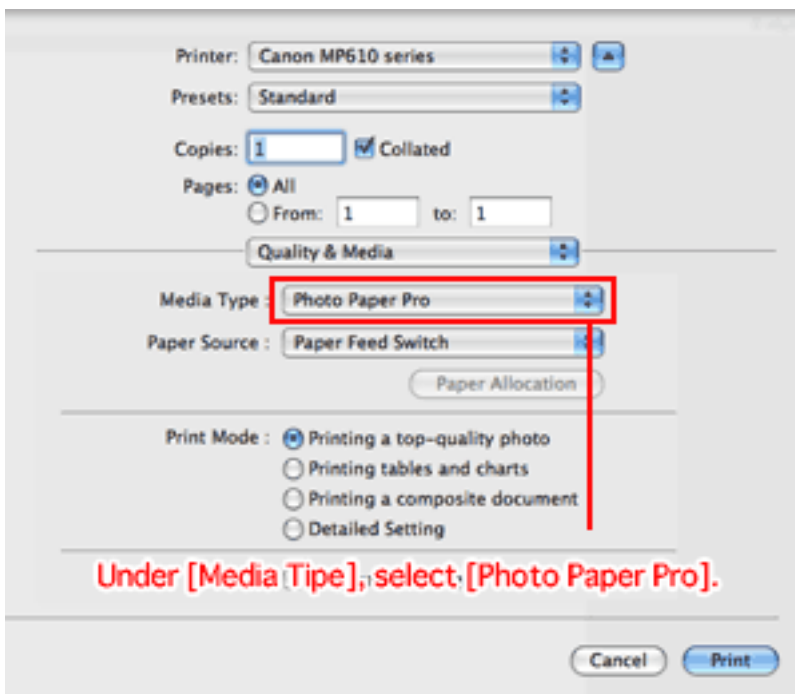
2

From the menu bar, select [File] and then [Print] to display the Print window.

In the [Copies and Pages] pull down menu, select [Print quality and Media Type].

Under [Media Type] select [Photo Paper Pro].

Put a check against [Print photograph with high quality] in the printer settings.



3

From the pull down menu, select [Borderless Printing] in the printer settings.

Set the [Amount of Extension] slider all the way to the right (max.).

This completes the settings for borderless printing. Click on [Print] to start printing.

