

How to Print on a Notecard

Gather Resources

Step One: Library printers can only print on notecards that are equal or larger than 4x6 inches. Find a notecard of adequate size to print on.

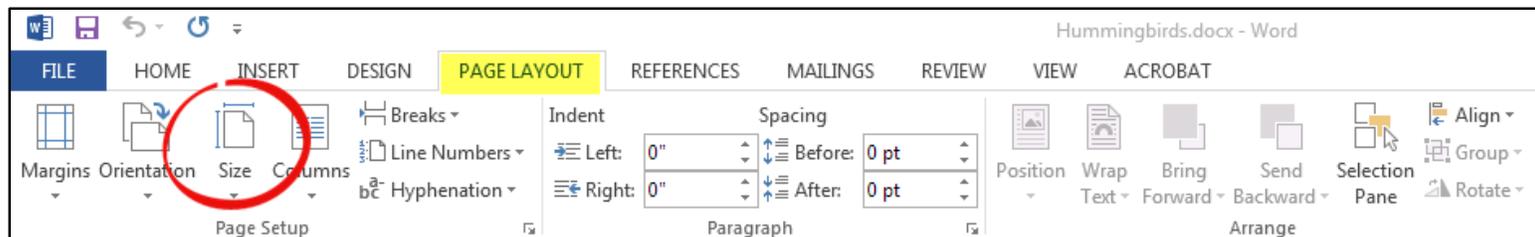
Note: 4x6 notecards are occasionally available for purchase at the circulation desk and usually available at the campus bookstore.

Format Your Document

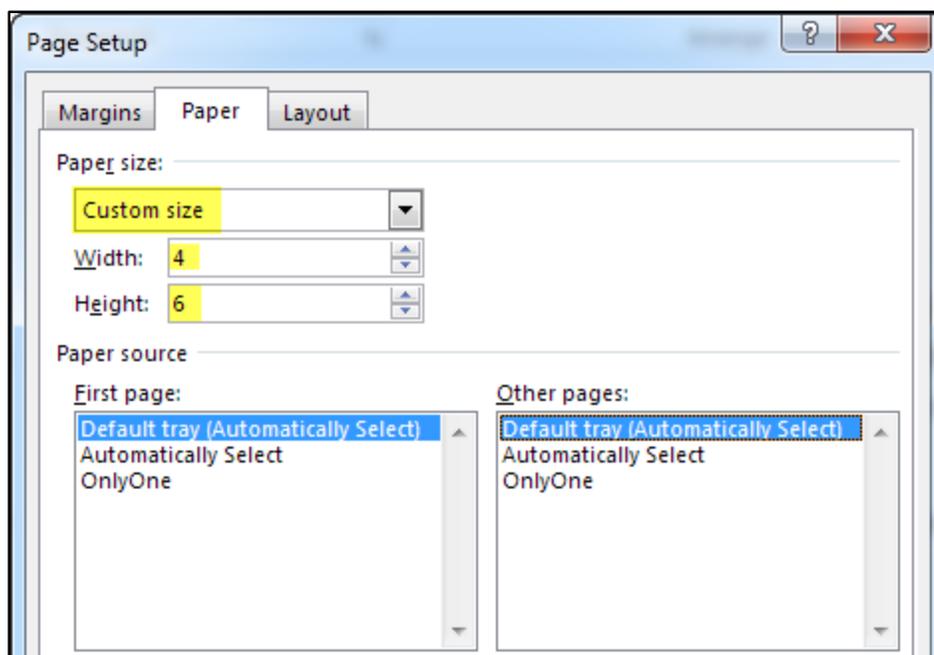
Step One: Log into a computer and open the document you wish to print.

Step Two: Click on the “Page Layout” tab.

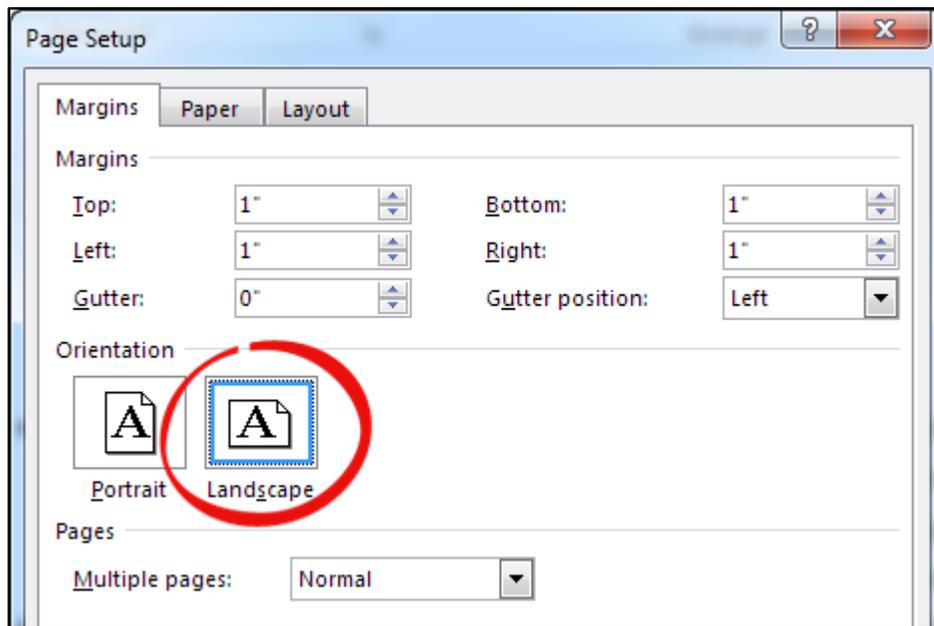
Step Three: Change the paper size to the size of your notecard, usually 4x6. This can also be accomplished by clicking the “postcard” setting when available.



Step Four: If you don't see this option, click on “more paper sizes” at the bottom of the list. This will open a new window. Select Custom size from the drop down list. Enter the height and width of your notecard and click “okay”.



Step Five: Click “Orientation” and select “Landscape”.



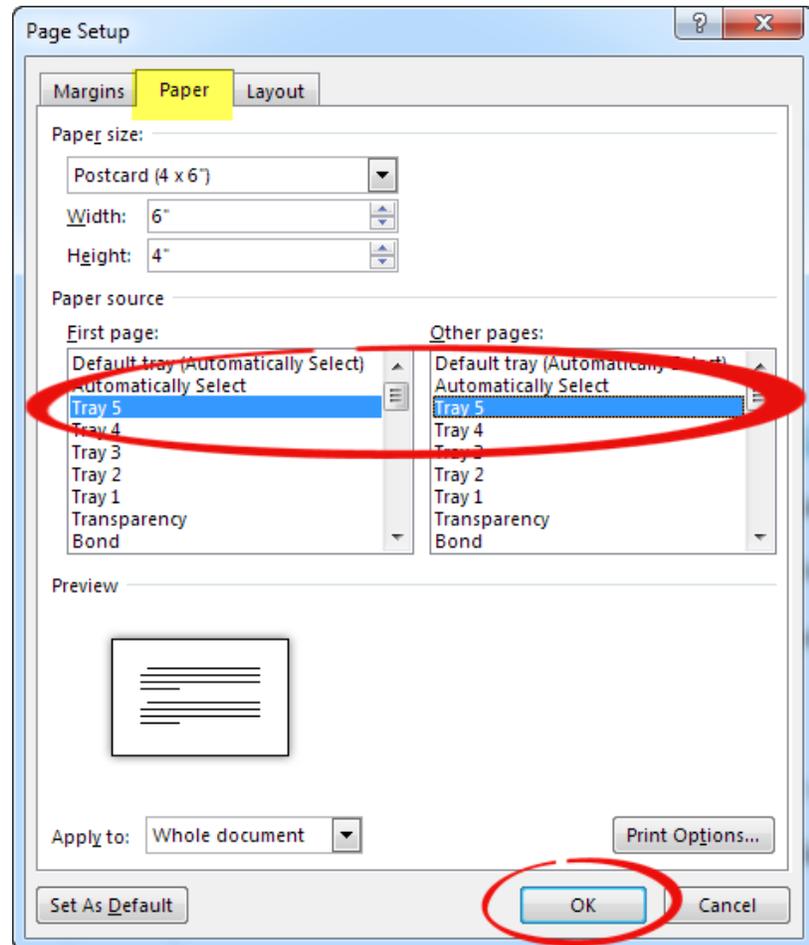
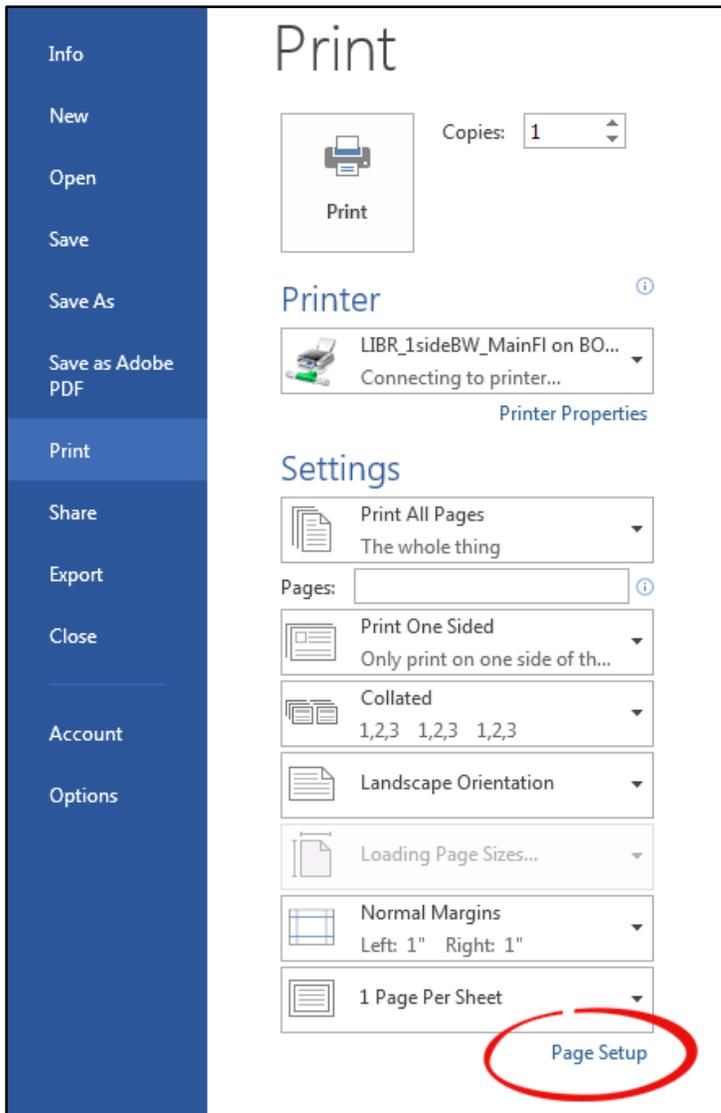
Step Six: If your text and graphics have moved, reformat your document so everything fits.

Send Your Notecard to the Printer

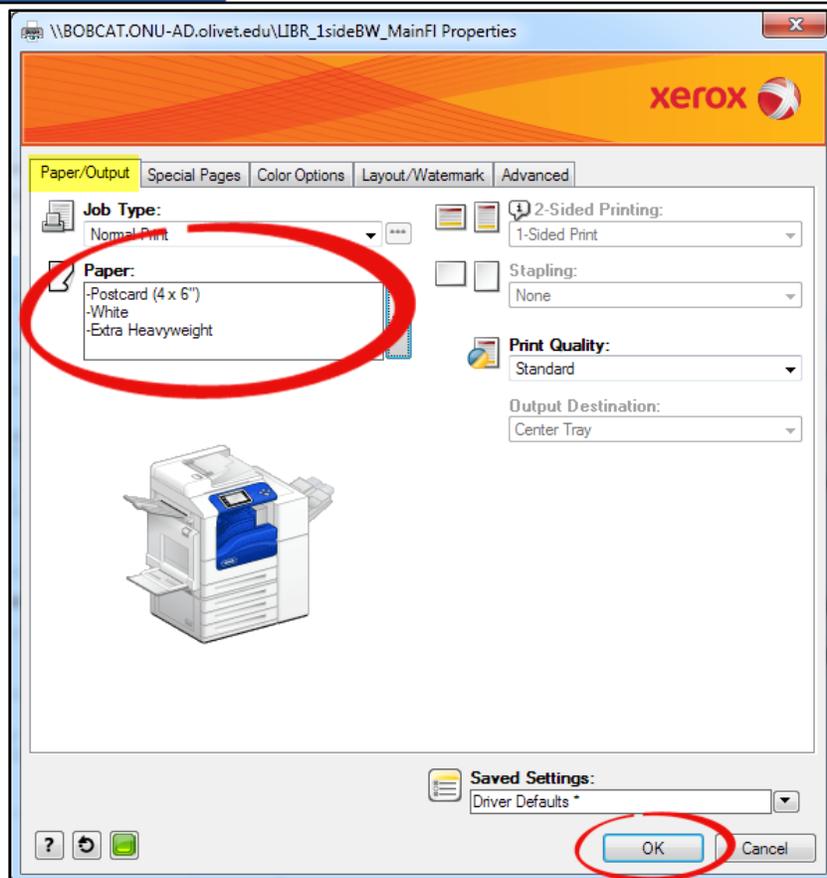
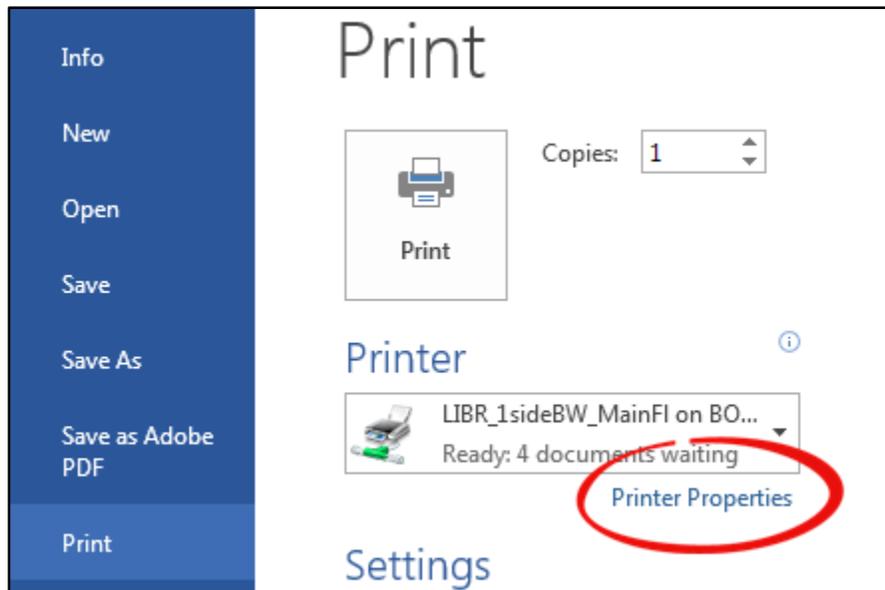
Step One: Click “file” then “print”. Select the printer you want to use.

Note: You cannot do two-sided printing on a notecard.

Step Two: Click the “page setup” button. Under the paper tab, select “tray 5” as the paper source. Click “Okay”.



Step Three: Click on “Printer Properties” and adjust all the paper settings to match your notecard. Normally, the size will be 4x6 inches, and the type of paper should be extra heavy weight. When you’re done, click “Okay”.



Step Four: Click “Print”

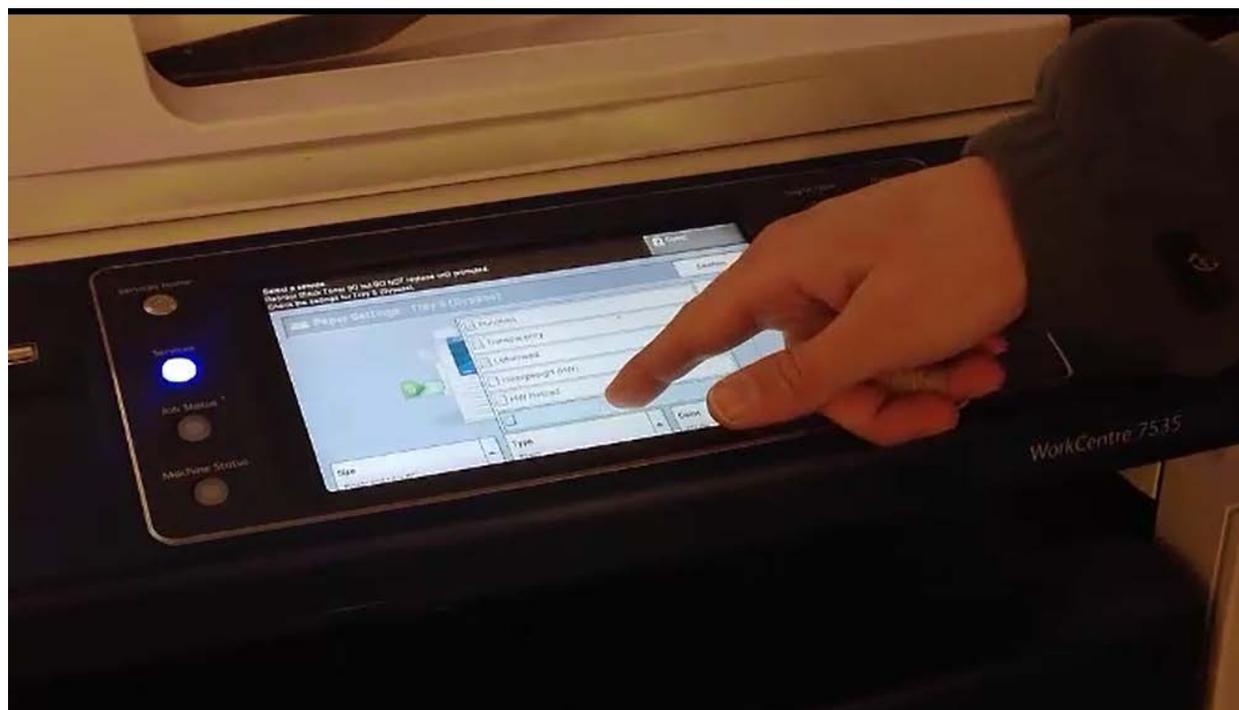
Print Your Notecard

Step One: Place your notecard in by-pass tray.

Note: The side of the notecard you want printed on should be face down in the tray.



Step Two: On the print's touch interface screen, confirm the properties of your notecard. Be sure they all match the settings you assigned the notecard on the computer exactly.



Step Three: Go to the print release station of the printer you just put your notecard into. Log-in and swipe your tiger card. Select the print job you want to be printed on your notecard and click “print”.

Questions?

Ask an Informatics lab assistant or an Informatics administrator.