Creating Notecards in Microsoft Word
A companion tutorial to "How to Print on a Notecard"

Open Microsoft Word
Note: For this tutorial, we are using Microsoft Word 2013.

Step One: Open up a new, blank document.

Step Two: Navigate to the "Page Layout" tab on the top of the screen.

Step Three: In the Page Setup portion of the header, locate the "Size" button and click it to reveal the dropdown menu.
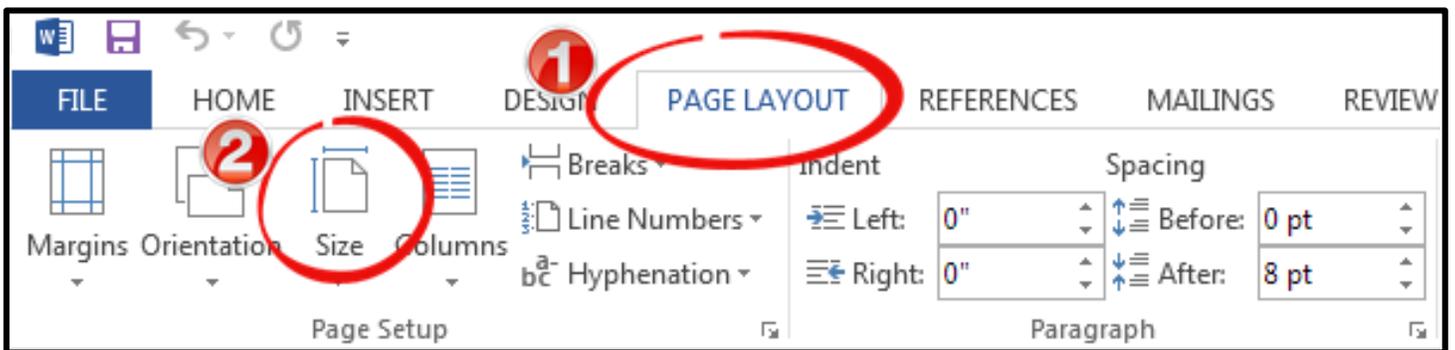
If you scroll through the dropdown menu, you will see various paper sizes that are available to you.
Since library printers are only able to print on notecards that are equal to or larger than 4"x 6", you will want to change your paper size to compatible dimensions.
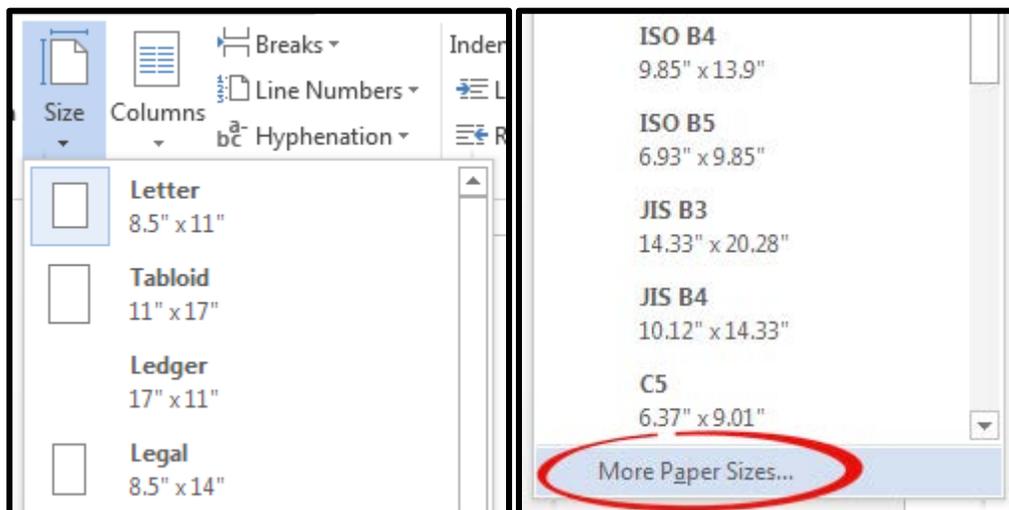
Step Four: In order to create a paper size that is not available in the dropdown menu, select "More Paper Sizes".
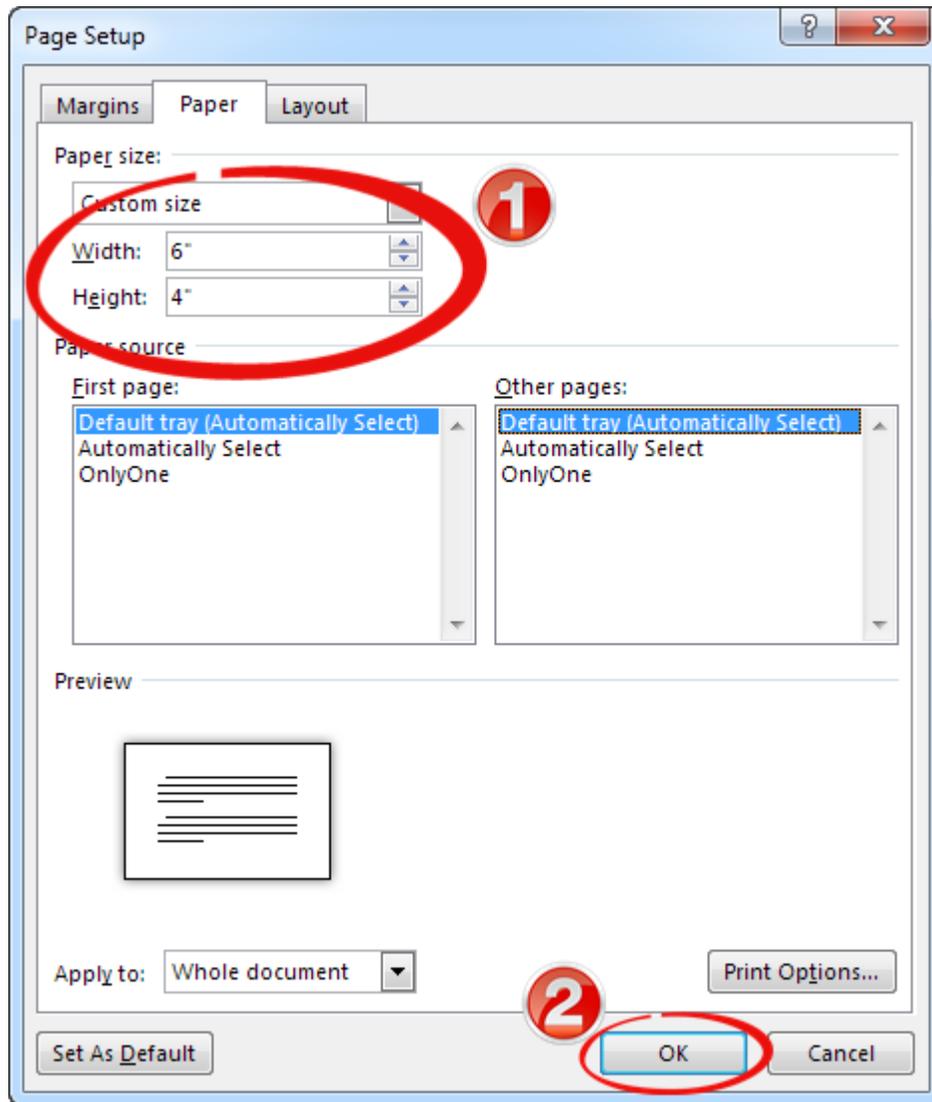
Step Five: Adjust the width and height of the notecard to the size of your choice. Press "OK".

Step Six: Watch the "How to Print on a Notecard" tutorial after you finish your notecard and are ready to print! *Please note that the library printers can only print one-sided notecards.*

How to Print on a Notecard Tutorial:
http://library.olivet.edu/help/technology/printing/notecards.php