



# You CAN Print Your Own Invitations Using Your Computer & Printer!



**Materials:** Blank Invitations, computer with page layout or word processing software (Microsoft Word, OpenOffice.org, etc.), & an inkjet or laser printer

## Open the Printing Template, Verify the Dimensions, and Create Your Custom Wording



Printing Template

1. Locate and open the printing template for your invitation. It is a Microsoft Word document named to correspond with the LCI Paper item code or description. It can be opened and edited with Microsoft Word and other programs that are compatible with the DOC format including OpenOffice.org Writer.

2. The template file is sized to the dimensions and orientation of your invitation. To verify these dimensions within Word, go to File>Page Setup or depending on your software version, Page Layout>Size>More Paper Sizes. Note the Width, Height, and Orientation (Portrait or Landscape). You will need this information in step 6.

3. The template includes sample invitation wording that you can edit. Replace the wording with your own. If you need help with invitation wording, LCI Paper offers additional sample wording on our web site: <http://www.lcipaper.com/invitation-wording.html>

## Insert the Invitation Into Your Printer



Inkjet Printer

4. Insert the invitation, short edge first, into the printer's sheet feeder. In an inkjet printer, the right side of the invitation should rest flush against the right side of the sheet feeder. Slide the adjustable edge guide so it meets the left edge of the invitation. In a laser printer, open the manual feed door and place the invitation between the two adjustable guides. Adjust the guides so that they meet the edges of the card.



Laser Printer

Tip: Make a test sheet by cutting a piece of copy paper to the dimensions of your invitation.

## Access Your Print Driver and Input a Custom Size

5. In Microsoft Word - Click File>Print (A Print dialog box will appear.) Make sure your printer is selected. Depending on your version of Word, click Properties, Printer Properties or Page Setup. You will enter your printer driver.

6. Click Page Size or Paper Size and select Custom or User Defined

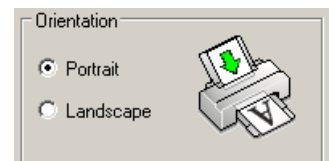
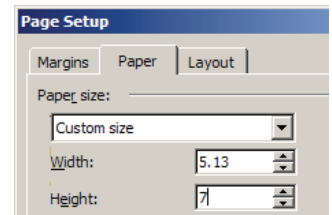
Input the dimensions and orientation that we verified within the template in Step 2

Width = short edge

Height = long edge

(If you cannot find this, you may need an updated driver from your printer manufacturer.)

Orientation - Choose Portrait or Landscape



7. Media (Paper) Type, select the setting that best matches your paper stock.

This setting is not available in all printers.

8. Click OK and start printing!