

# Eagle Scout Court Of Honor Program Cover Printer Instructions

## **PRINTING**

RULE #1 Always test print to ensure margins are aligned correctly.

## **HOW TO SET UP A PROGRAM COVER LAYOUT (WORD PROCESSING) PAGE SET UP**

Start by locating **Page Set Up** under **File** on the menu bar. Adjust the page dimensions (width and height) to match your page size. **Set the page dimensions to 5.5" width by 8.5" height.**

## **MARGINS**

Once your page size matches your page size, you can adjust the margins inside your document to set the area where you will type. Margin adjustment can be found **File** then **Page Set Up**. Or simply use the ruler bar at the top/side of your document.

Decrease your margin size to print on the entire card (there may be limitations of about 1/4" on most printers) or increase your margins to make a smaller text area.

## **Printer Properties**

You may not need to make any adjustments to your printer settings, but if you are having difficulties printing there are a few setting changes you can make. Locate **Print Properties** on your menu bar, then **Print**, there should be a **Properties** section where you can change the **paper type** and **quality settings**. Try selecting a heavier paper type or adjusting the quality settings to help you achieve the best results.

## **Print Direction**

Start by printing a test sheet of an 8.5 x 11 paper to see which direction your printer will print.

## **Test Printing**

Again, start by printing a test sheet of an 8.5 x 11 to ensure your text is laid out properly prior to printing on your ES COH card stock.

To ensure the test print is aligned properly, take your 8.5 x 11 test print and put it over the piece you will be formally printing and match it up to the left corner and hold it up to the light to make sure everything lines up and letters/words are not cut off or missing.

You also may want to test print on a scrap "mock up" piece of paper cut into the size of the actual piece you will be printing.

After successfully printing the test pages, print once onto the actual card prior to printing any large quantities.

## **Feeding the Printer**

Clear all unused sheets of paper from the printer. Put in a small stack of cards. For top feed printers, cards will typically be positioned all the way to the right edge, but this will vary by

printer type. Adjust the printer guides if necessary leaving a tiny bit of room between the cards and the guide - having the paper in too tight may cause paper jam issues. Top feed printers are recommended!