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PAPER PRESENTATION

Created for the paperminded

Basic Printing Tips

- Adjust printer settings to optimize print quality.

- Always test print on a plain sheet of paper. Hold the printed sheet behind the label to check the alignment of your layout. Slight adjustments to the layout may be necessary. If the entire sheet is slightly misaligned, adjust the top or left margins slightly (depending on the shift) if your program has this feature.

- When printing on labels, do not feed labels through your printer more than once.

Printing on Labels

- Before you print onto a label sheet, first print onto a blank piece of paper. Place the printed sheet in front of a label sheet, and then hold the sheets up to a light to make sure the positioning is correct.

- Refer to your printer manual for loading and feeding recommendations. Many printers have special instructions for loading labels.

- Fan the label sheets before loading them into the paper tray. Do not bend the corners to avoid paper jams.

- For easier feeding in most printers, place label sheets in the paper tray on top of 10 to 20 sheets of plain paper.

- Adjust the paper width lever so that it barely touches the edge of the label stack and the labels don't buckle.

- For best results, let ink dry completely before removing labels from the sheet when using Ink Jet printers.

- For trouble-free label printing, have your printer thoroughly cleaned on a regular basis.

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