

**Left Margin: 1.75"**  
**Right Margin: 1.75"**  
**Top Margin: .25"**  
**Bottom Margin: .25"**



## **3.5" x 5" Postcard Template & Setup Instructions**

Formatting postcards requires setting up the page as a table. The front side of the post card can be either portrait or landscape format. The address side must be in landscape format. The table for landscape mode has 1 column with 4 rows. The table for portrait mode has 1 row with 4 columns. The 1st, 3rd, and 4th rows/columns represent the post cards. The 2nd row/column is for positioning only. Text should be entered only in the 1st, 3rd, and 4th rows/columns.

### **WORD PROCESSING SETUP - LANDSCAPE**

The following instructions are to print each post card in landscape mode, that is, with the print running across the long dimension of the post card.

- 1) Set the paper size to a width of 5" and length of 10.5".
- 2) Set the page orientation to Portrait.
- 3) Set the page margins to the smallest values for your printer. This may be a different value for each of the 4 margins. This can usually be accomplished by setting the margins to 0 and the word processor will automatically set the minimum margins for your printer. Make a note of these margins as these values will be used in the next step.
- 4) Set up a table that is 1 column by 4 rows.
  - The width of the column is 5" minus the sum of the right and left page margins.
  - The height of the 1st row is 3.5" minus the top page margin.
  - The height of the 2nd row is equal to the top page margin.
  - The height of the 3rd and 4th rows is 3.5".The bottom of the 4th row should fall at the perforation for the " tab at the end of the postcard sheet.

### **WORD PROCESSING SETUP - PORTRAIT**

The following instructions are to print each post card in portrait mode, that is, with the print running across the short dimension of the post card.

- 1) Set the paper size to a width of 5" and length of 10.5".
- 2) Set the page orientation to Landscape.
- 3) Set the page margins to the smallest values for your printer. This may be a different value for each of the 4 margins. This can usually be accomplished by setting the margins to 0 and the word processor will automatically set the minimum margins for your printer. Make a note of these margins, as these values will be used in the next step.
- 4) Set up a table that is 1 row by 4 columns.
  - \* The height of the row is 5" minus the sum of the top and bottom page margins.
  - \* The width of the 1st column is 3.5" minus the left page margin.
  - \* The width of the 2nd column is equal to the left page margin.
  - \* The width of the 3rd and 4th columns is 3.5".
  - \* The right edge of the 4th column should fall at the perforation for the " tab at the end of the postcard sheet on the right side of the screen.

### **PRINTING THE POST CARDS**

- You may have to remove the borders around the cells of the table.
- Your file may show that it is 2 pages because the table has filled the printable area of the first page. Print only page 1.
- When printing the postcards in landscape mode with the page orientation set to portrait, feed the sheet leading with the 1st postcard.
- When printing the postcards in portrait mode with the page orientation set to landscape, you may have to feed the sheet leading with the " tab. Practice with one postcard sheet especially if you are printing both sides.

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