

# Office DEPOT®

## Matte Postcards Cards (4 per sheet)

Thank you for purchasing Office Depot's postcards. These postcards are designed to work with both inkjet and laser printers. The directions below will help you create great looking postcards, announcements, invitations and more!

### FORMATTING TIPS & HINTS

#### Option #1

Office Depot's postcard template is the same size as Avery® 3263™ and other card templates. These standard templates work with many popular software programs. You may reference your software program or its documentation for details.

#### Option#2 (For Microsoft® Word Users Only)

You may download the Microsoft® Word template from Office Depot's web site. The web site address is [www.officedepot.com/links/papertemplates](http://www.officedepot.com/links/papertemplates). The web site will contain instructions on how to properly download the template to your computer.

### PRINTING TIPS & HINTS

To promote jam-free performance, sheets of cards should be fed through the printer only once. Feeding cards multiple times through a printer may cause the cards to curl, which could lead to jams and expensive printer repairs. For best results please do the following:

- To ensure your text is formatted to the cards, first print a sample onto plain paper. Match the sheet of plain paper to the cards by placing it on top of a card sheet, and check that the printing is within each card edge.
- For proper feed, please fan the sheets of cards (do not bend corners) before inserting a sheet into the paper tray.
- For easier feeding into the printer, place 25-30 sheets of plain paper into the paper tray, and place the card sheet on top of the plain sheets of paper.
- Store unused sheets of cards in their original box. Store the box in a cool dry area.
- Refer to your printer manual for proper "thick stock" or "card stock" settings and loading instructions.

### SEPERATING CARDS

Once the card sheet is printed, carefully fold the sheet back and fourth along perforations to create great looking postcards.