

Printing Tips and Troubleshoot List

A few quick tips to help you in printing with our Word documents.

It is always recommended to test your print onto a blank page and line up the images to the template before printing on the actual sheet.

Some printers have special settings on types of paper. In Word, you can find this when you go to print under “properties” & “paper/quality” of print. (Some printers will have different options from this.)

Flags print best with 110-111 lb paper setting or card stock setting.

Labels print best using labels setting.

Word Documents:

If you are viewing our website in Explorer and trying to download a .doc file, it is recommended to save the file onto your desktop and then open Microsoft Word. (Explorer allows .doc to be opened into the browser online but doesn't allow for the editing capabilities you can get with Word)

- **Very new versions** of Word will download the file blank (invisible) in a “read-only” format. Try going to “view” and selecting “Enable Editing” to view the file.
- This file was made in an older version of Word with “invisible” table lines. Newer versions of Word hide these lines. **If using Word 2007 or newer** goto: layout, then select view gridlines.

Some printers will “grab” the paper differently so minor adjustments to the margins will fix this problem. (Go to File/Page Set Up/Margins)

PDF Documents:

Before printing make sure the “fit to page” option on your printer window is **not** checked. (Margins and sizes will shift if this is not done)

* Note: While printers are more advanced today and can do much more, they will always have some shift as they grab paper. Lining up print onto a circle template can be near impossible.