

First go to Page Setup (under File). On the drop down menu "Format For" - choose your printer. On the drop down menu "Paper Size" - see if it has 3x5, if so choose it. If not, look at the "Settings" drop down menu and see if you can add "Custom Paper Size". If so click on that, then click "New" and type in a Name for it - 3x5 or Index Card. Fill in the form for "Height" 5, "Width" 3. Margins should be fine as they are preset. Click "Save" and then "OK". Go back into Page Setup and choose your new paper size you just set up.

Under "Orientation" choose the landscape picture that has the LEFT side coming out first. (My arrow is pointing up and head of the person is on the left.) This is VERY IMPORTANT as to whether it will print or not! Click OK. Then go to Print (under File). Again, make sure your Printer is chosen, and Print

If it has neither - no 3x5 and you can't add Custom sizes, does it have 4x6 - many printers do now for printing pictures? Choose it and use with 4x6 cards. This worked fine for me. (Actually I messed with this until I was able to get it to print on 3x5's, somewhat near the middle, but it's a pain.) Truly this will help me too, so it was worth figuring out, as I didn't know how it worked with pdf's and index size. I've only done our cards in Publisher in the past, and not had them print to the small size, but 4 per page.

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