

Peka Print - Instructions to print 8-up PRAYER CARD

To print on **BACK SIDE** (*1" margin on RIGHT*) of 8-up prayer card using Microsoft Word or comparable program

Tools > Label > New Label

Use the following settings:

Top Margin:	.25"	Label Ht:	3.75"
Side Margin:	.25"	Label Width:	2.00"
Vertical Pitch:	4.25"	Number Across:	4
Horizontal Pitch:	2.50"	Number Down:	2

Page size: Letter landscape (11 x 8.5 inch)

Type text and/or import picture to the first area. Once it is to your liking, copy and paste it to the other seven areas.

You should always print a test page to insure that placement is correct.

* * * * *

To print on **FRONT SIDE** (*1" margin on LEFT*) of 8-up prayer card **#88434 & #88999** using Microsoft Word or comparable program

Tools > Label > New Label

Use the following settings for #88434:

Top Margin:	.75"	Label Ht:	2.75"
Side Margin:	1.35"	Label Width:	1.70"
Vertical Pitch:	4.25"	Number Across:	4
Horizontal Pitch:	2.50"	Number Down:	2

Use the following settings for #88999:

Top Margin:	.25"	Label Ht:	3.75"
Side Margin:	1.25"	Label Width:	2.00"
Vertical Pitch:	4.25"	Number Across:	4
Horizontal Pitch:	2.50"	Number Down:	2

Page size: Letter landscape (11 x 8.5 inch)

Type text and/or import picture to the first area. Once it is to your liking, copy and paste it to the other seven areas.

You should always print a test page to insure that placement is correct.

Please keep in mind that each printer is a little different, and may require small adjustments to accommodate factory set margins. Adjustments can be made on each page/column as needed.