



Cards

[Business Cards](#)

[Postcards / Compliments Cards](#)

*For all Avery products visit www.avery.eu
Avery support: 0800 80 50 20*

Business Cards

Does Your Printer Feed Face Up or Face Down?

1. On a blank sheet of paper, draw an arrow pointing to one of the shorter sides of the paper as illustrated here.



2. Insert the paper in the feed tray with the arrow facing you and pointing into the printer. Feed as illustrated for your top feed or front feed printer.



Top Feed Printer



Front Feed Printer

3. Print your design.
4. Did your design print on the same side of the paper as the arrow?

Yes: Your printer feeds face up. Always feed your paper with the side to be printed facing you.

No: Your printer feeds face down. Always feed your paper with the side to be printed facing down or away from you.

Test Print

1. Print on a plain sheet of paper.
2. Hold the printed sheets separately behind the enclosed practice sheet or the Avery product to check the alignment of your layout. Slight adjustments to the layout may be necessary.
3. If the entire sheet is slightly misaligned, adjust the top and/or left margins slightly if your program has this feature.
4. When satisfied with the layout, print onto the Avery product.

Printer Information

- Refer to your printer manual for loading and feeding recommendations. Many printers have special instructions for loading cards.

- Fan the card sheets before loading them into the paper tray. **DO NOT BEND THE CORNERS.**
- **DO NOT** feed damaged sheets or sheets with bent corners through the printer.
- Allow the design to dry completely before printing the second side. Do not allow the printouts to stack up in the printer output tray.
- Store unused card sheets flat in the original box in a cool, dry place.
- For trouble-free card printing, have your printer thoroughly cleaned on a regular basis.
- For best image quality, refer to the recommended printer settings in your printer manual.

Inkjet

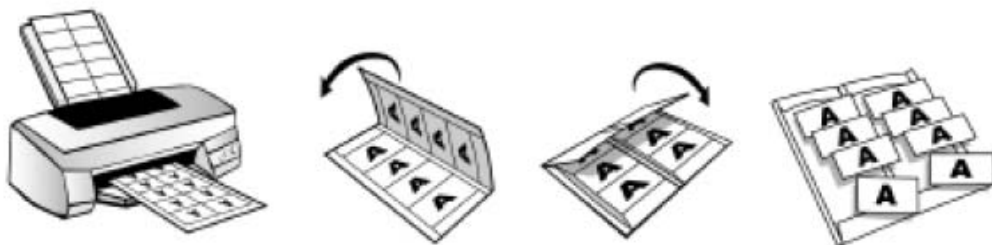
- Manually feed inkjet cards from the paper tray.
- For easier feeding in most inkjet printers, place card sheets in paper tray on top of 25 sheets of plain paper.
- Adjust the paper width lever so that it barely touches the edge of the card and the card doesn't buckle.
- Only cards designed for an inkjet printer should be used with an inkjet printer.

Laser

- Most laser products are designed to work in laser printers directly from the automatic tray. It may be necessary to use the manual slot for some printer models.
- For best results, feed one sheet at a time using the manual printer tray.

Separating Your Cards

- After printing, fold back and forth along the horizontal perforations(s). Separate along horizontal perforation(s). Repeat folding and separating along the vertical perforation(s) until all the cards are separated.



For a demo of **Clean Edge Business Cards**, visit: avery.eu/products/demos

Postcards / Compliments Cards

Printing Tips

Some creative software programs have printing wizards or special features to help you print a two-sided project. If your program does not have a printing wizard, determine if your printer feeds face up or face down by following these instructions. This will ensure that you insert the product correctly when printing your two-sided project.

Does Your Printer Feed Face Up or Face Down?

2. On a blank sheet of paper, draw an arrow pointing to one of the shorter sides of the paper as illustrated here.



2. Insert the paper in the feed tray with the arrow facing you and pointing into the printer. Feed as illustrated for your top feed or front feed printer.



Top Feed Printer



Front Feed Printer

3. Print your design.
4. Did your design print on the same side of the paper as the arrow?

Yes: Your printer feeds face up. Always feed your paper with the side to be printed facing you.

No: Your printer feeds face down. Always feed your paper with the side to be printed facing down or away from you.

Test Print

1. Print each side of the card design on a separate sheet of plain paper. Make a note of which side prints first, the front or back.
2. Hold the printed sheets separately behind the enclosed practice sheet or the Avery product to check the alignment of your layout. Slight adjustments to the layout may be necessary.
3. If the entire sheet is slightly misaligned, adjust the top and/or left margins slightly if your program has this feature.
4. When satisfied with the layout, print onto the Avery product.

Printer Information

- Refer to your printer manual for the direction in which you should load sheets and for other loading and feeding recommendations, particularly for card stock, labels, or transparencies. Many printers have special instructions for these types of products.
- To ensure best results, we suggest you manually feed one sheet of cards at a time. If any of your sheets have been damaged or have bent corners, do not run those sheets through your printer, as jams may occur. Before printing the back side of the cards, be sure to flatten the sheets to minimize curl.
- Allow the design to dry completely before printing the second side. Do not allow the printouts to stack up in the printer output tray.
- For best image quality, refer to the recommended printer settings in your printer manual and for more information on printing custom paper sizes.
- For best results feed the product using the envelope feed feature of your printer's paper tray. Some printers may not be able to support this paper size.
- If the printer does not print the page correctly, check the printer properties to see if an equivalent paper size selection is available that is similar to the Avery product. For example, select **File > Print**. Click **Properties** and select an equivalent paper size option.

Inkjet

- Manually feed inkjet cards from the paper tray.
- For easier feeding in most inkjet printers, place card sheets in paper tray on top of 25 sheets of plain paper.
- Adjust the paper width lever so that it barely touches the edge of the card and the card doesn't buckle.
- Only cards designed for an inkjet printer should be used with an inkjet printer.

Separating Your Cards

- After printing, fold back and forth along the horizontal perforations(s). Separate along horizontal perforation(s). Repeat folding and separating along the vertical perforation(s) until all the cards are separated.

