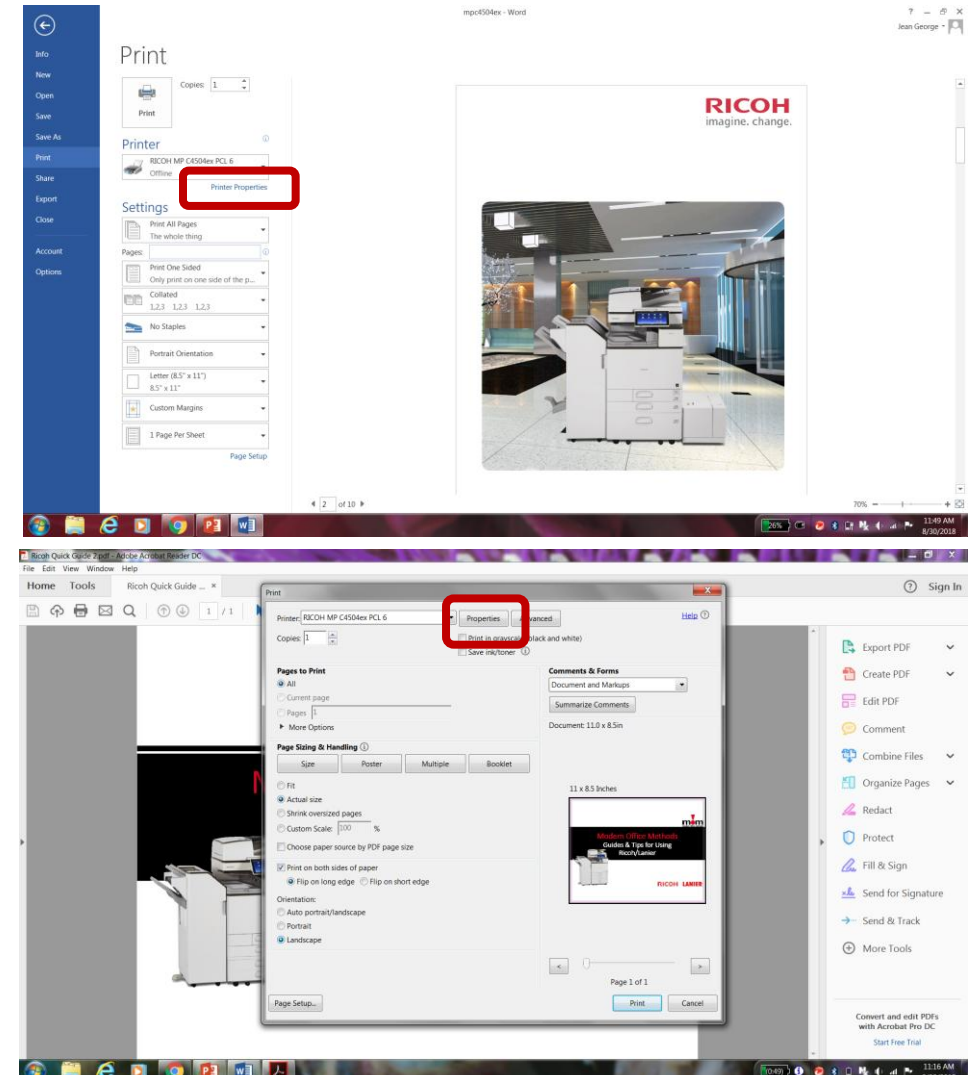




Print

- To access the Print Properties: **Open a document → File → Print → select Print Properties, [Ctrl + Shift + P], or Properties (depending on your application)**





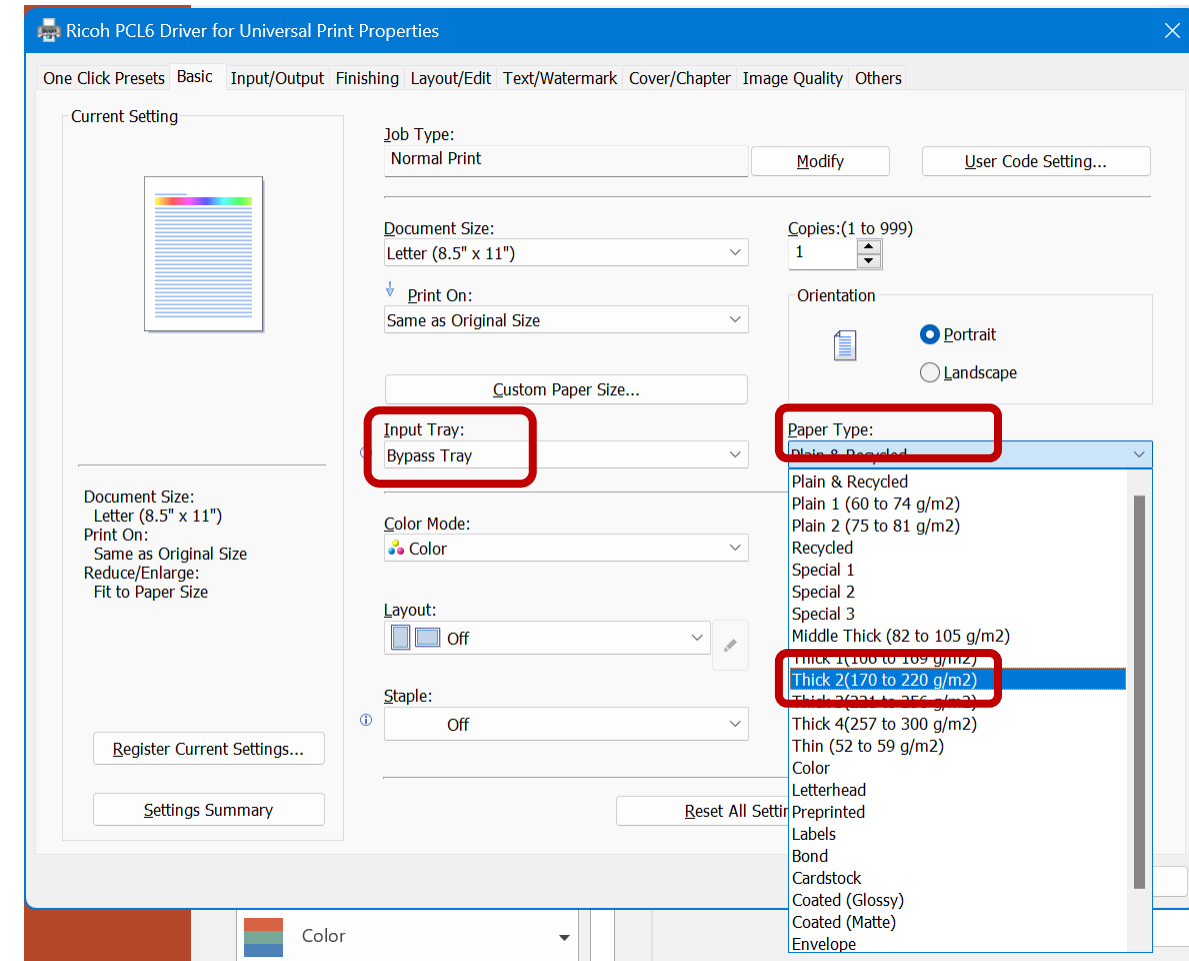
Print onto Cardstock & Labels



- Cardstock & Labels (not using Word Mailings):

Open Document → File → Print → Print Properties → Input Tray: Bypass Tray → Paper Thickness: change to proper g/m2 → OK → Print

- Look on the paper package for the paper weight in **g/m2** (it is usually in very small text). Each Paper Thickness setting has a weight range. Ex. Thick Paper 2 = 170-220 g/m2
- 20 LB paper= Plain & Recycled



Label Tips

- Labels= Thick Paper 2
- If the image is **flaking, smudging, or repeating**; set the Paper Thickness to Thick 2 in the print driver properties.
- Make sure the paper is **Laser**, not inkjet.
- Inkjet paper can cause damage.



Cardstock Tips

- Look on the paper package for the paper weight in **g/m²** (it is usually in very small text).
- Each Paper Thickness setting has a weight range. Ex. Thick Paper 2 = 170-220 g/m²
- 20 LB paper= Plain & Recycled

