

# Printing from an M. Middleton Template

## Before you print:

*Understand how your printer prints.* What side of the paper gets the ink? Which end of the paper comes out of the printer first? To test how your printer prints, draw a directional arrow on a blank piece of paper, then print your text on it. Note the orientation of the arrow and what side of the paper it is on before and after printing. Doing this will tell you how to place your imprimable in your printer in order to print successfully.

## How to use the template:

1. Go to [www.mmiddleton.us](http://www.mmiddleton.us) and find the template that matches your imprimable.
2. Double-click on it to open.
3. Using your mouse, highlight the text you want to change.
4. Type in the correct text and delete any text you don't want.
5. Change the font, the size of the font, and all other font options using the toolbar at the top of your document. *The fonts that are used on the sample that is included in the package of imprimables are listed along the edge of the imprimable, but you may use whatever fonts you like. (These font suggestions will not print on the imprimable—they are for reference only.)*
6. *Before printing on your imprimables, practice printing with blank sheets of paper.* Cut out several sheets of paper in the size of your imprimable. Print your text on a practice sheet. Lay your practice sheet over the imprimable and line up all the edges. Note the positioning of the text in relation to the imprimable underneath. (You may need to use this method several times to get it exactly the way you want it.)
7. Once all of the text is correct, go to the top left corner of your document and click FILE, PRINT, then OK.

*NOTE: The image on the template is for visual reference only. Only the text will print on the imprimable, not the image.*

