**Printing 4x6 index cards—either portrait or landscape**

1. File🡪Page Setup

 a. Margins

 1) Your choice: .5” to .2” works well

 2) Orientation: either portrait or landscape

 b. Paper

 1) Paper size: 4x6

2. Make your cards (Comic Sans MS is a good font to use with children.)

3. Print🡪Properties

 a. Main-->Media Type: Matte Photo Paper

 b. Page Setup🡪Page Size: 4x6 (orientation: keep portrait)

 c. OK🡪Put your index card in the printer portrait orientation