Left Margin: 1.75"
Right Margin: 1.75"
Top Margin: 1.00"
Bottom Margin: 1.00"

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3" x 5" Postcard Template & Setup Instructions

Formatting postcards requires setting up the page as a table. The front side of the post card can be either portrait or landscape format. The address side must be in landscape format. The table for landscape mode has 1 column with 4 rows. The table for portrait mode has 1 row with 4 columns. The 1st, 3rd, and 4th rows/columns represent the post cards. The 2nd row/column is for positioning only. Text should be entered only in the 1st, 3rd, and 4th rows/columns.

WORD PROCESSING SETUP - LANDSCAPE

The following instructions are to print each post card in landscape mode, that is, with the print running across the long dimension of the post card.

1) Set the paper size to a width of 5″ and length of 9″.

2) Set the page orientation to Portrait.

3) Set the page margins to the smallest values for your printer. This may be a different value for each of the 4 margins. This can usually be accomplished by setting the margins to 0 and the word processor will automatically set the minimum margins for your printer. Make a note of these margins as these values will be used in the next step.

4) Set up a table that is 1 column by 4 rows.
    • The width of the column is 5″ minus the sum of the right and left page margins.
    • The height of the 1st row is 3″ minus the top page margin.
    • The height of the 2nd row is equal to the top page margin.
    • The height of the 3rd and 4th rows is 3″.
      The bottom of the 4th row should fall at the perforation for the ″ tab at the end of the postcard sheet.

WORD PROCESSING SETUP - PORTRAIT

The following instructions are to print each post card in portrait mode, that is, with the print running across the short dimension of the post card.

1) Set the paper size to a width of 5″ and length of 9″.

2) Set the page orientation to Landscape.

3) Set the page margins to the smallest values for your printer. This may be a different value for each of the 4 margins. This can usually be accomplished by setting the margins to 0 and the word processor will automatically set the minimum margins for your printer. Make a note of these margins, as these values will be used in the next step.

4) Set up a table that is 1 row by 4 columns.
    * The height of the row is 5″ minus the sum of the top and bottom page margins.
    * The width of the 1st column is 3″ minus the left page margin.
    * The width of the 2nd column is equal to the left page margin.
    * The width of the 3rd and 4th columns is 3″.
    * The right edge of the 4th column should fall at the perforation for the ″ tab at the end of the postcard sheet on the right side of the screen.

PRINTING THE POST CARDS

•   You may have to remove the borders around the cells of the table.

•   Your file may show that it is 2 pages because the table has filled the printable area of the first page. Print only page 1.

•   When printing the postcards in landscape mode with the page orientation set to portrait, feed the sheet leading with the 1st postcard.

•   When printing the postcards in portrait mode with the page orientation set to landscape, you may have to feed the sheet leading with the ″ tab. Practice with one postcard sheet especially if you are printing both sides.

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