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Epson id card printing software

By Bryan Roberts When making a large number of cards, such as for weddings or graduation ceremonies, you may find it necessary to create a card insert for each card, which may contain extra information that does not belong to the card. You can make card inserts in Microsoft Word using predefined index card templates. Open Microsoft Word and select the Tools option in the menu bar. Highlight the Letters and Mailings option in the tools window and select the Envelopes and Labels option from the drop-down menu. Click the Labels window in the Envelopes and Labels menu and select the option that applies to your printable index cards (for example, if you are using Avery 5388 index cards, choose the Avery 5388 option from the menu). Enter the information you want to enter in the Insert in the text window in the Envelopes and Labels menu. Place your printable index cards on the printer according to the printer's paper loading procedures. Refer to the printer manual if you need further assistance in this step. Make sure that the Full Page option of the Same Label is selected from the Envelopes and Labels menu. Select the Print button in the Envelopes and Labels menu to print the card inserts. By Lynn Uaha It is easy to print versatile compact (CD)/digital (DVD) disc labels on an Epson printer using Epson PrintCD software. Epson provides this software together with the printer when you purchase it. Use only a printable CD/DVD for this purpose. Click Start, point to All Programs, click Epson, and click Epson PrintCD. Click the Inner/Outer Diameter Size icon in the toolbar of the Epson PrintCD window that opens. If you don't know which icon in the toolbar is for internal/external diameter size, point and hold the mouse pointer on the toolbar icons one by one to see the tool tip indicating the icon name. Choose the diameter of the CD/DVD label you want to print by selecting the appropriate radio button in the Internal/Outdoor Diameter Settings dialog box that opens (for example, 12cm CD/DVD) and click OK. Click the Background icon in the toolbar to select a background size for the CD/DVD label. Click the Radio Set Color icon in the Background Options dialog box that opens to select a color for the background of the CD/DVD label. Click the Select image button, choose an image from the Select image that opens and click OK. To select for an image stored on your computer, click the File tab on the Image dialog, click Search, select the image and click OK. Click the Image Adjustment button, click the Model tab in the Image Adjustment dialog box to select an image over the CD shape shown (part of the image at the top of the CD will print) and click OK twice. Click the Text icon in the toolbar to add text to the CD label. Click the Text tab in the Text Settings dialog box that opens and type the text you want on the CD label in the Text box. Click the Print icon on the toolbar and click Print in the Print dialog box that opens. Punching cards are a great way to advertise your business and encourage repeat customers. Buyers or customers who shop or get services can purchase punches for dollars spent or by visiting your business. Once they have reached the specified number of punches on their card, customers can receive a discounted item or free service, keeping them coming back from time to time. If you have a computer, printer and Microsoft Publisher, you can even make punch cards and watch your business flourish. Open Microsoft Publisher. In the New Publish task pane, expand Blank Postcard by clicking the left arrow. Double-click Business Cards. It's going to look like a business card opens in the window. However, the changes you make to this business card will create an entire sheet of the same cards. Insert a text box into the business card. Go to the Insert menu and click Text Box. Drag the text box to the center of the business card, which will be a punch card, leaving a 1-inch margin around each side of the text box. Choose a font by going to the Format menu and clicking Font. Select a font style, color, and other options. Make sure that the text is large enough to be readable. A 10-point font is a good size. Enter basic information, such as your company name and address, and what the customer will receive once the punch card is fully filled. Type an AutoShape that will represent where the holes should be drilled. Go to the Drawing toolbar and click AutoShapes. Choose the shape you want and drag it to the upper left corner. Right-click autoShape and click Add text. Enter the dollar or service amount required to receive a punch. Right-click AutoShape and click Copy. Right-click Mouse in the space to the right of the first shape and click Paste. Continue pasting the shapes to the 1-inch margin around the text box. Print the sheet of punch cards and cut them using scissors. Use the hole to drill the specified areas when a customer meets the tips. You can change the color of your AutoShape by right-clicking and choosing Format AutoShape. Change the color on the Colors and Lines tab. You may want to place different numbers or services in various hole areas. Membership cards are an excellent way to make your small business, new book discussion group, third grade class or pee-wee football team feel more unified and important. They are a snap to assemble and with just a little time and a few little extras you are bound to create cute cards that many recipients will save in their scrapbooks for years to come. Turn on your computer and open a document in Microsoft Word. Format it to reflect two columns and then insert 2.5-by-4-inch text boxes. Inside these boxes, you can create the type of membership card that will be perfect for your club or organization. If you're not sure of your formatting skills, save time by simply accessing one of the many templates available online. One page will yield 10 loyalty cards that fit in a wallet. Save the file from your computer. If you expect to make these membership cards frequently, be sure to include a date code in your file name to avoid future confusion about which set of cards you last worked for. Print the full membership cards on a plain sheet of paper. Evaluate layout, spelling, and any formatting issues. Make sure that no letters are cut and that the layout of each member card is identical in size and spacing. Choose magnetic photo paper for your inkjet printer. Although not the cheapest paper, it is unique in the form that offers the possibility of printing adhering cards that will stick to the refrigerator, closet door, file cabinet or anything else that is magnetic. The print quality is comparable to any other photo paper and therefore will make a great card of adding with this little extra twist. Cut the cards very carefully. If you want to laminate your cards, skip the magnetic paper and opt for white sheets of high gloss business card. They are drilled and separated easily before lamination. Lamination.