

CPR Course card printing tips

Because each printer is different, the paper feeding mechanism is also different. Here is the suggestion on how to print the CPR course cards:

1. Run a test print on the template typed with actual names and other required information on a blank piece of paper (not actual course card sheet), then make a mark on the paper so that you know how the paper feeds into the printer. Try to use [Backspace] Key to delete place holder names and other information without adding and deleting line spacing.

You can download the course card template on this link:

http://www.firecenter.mnscu.edu/mrtc/ordering/documents/2013_Preprinted-ProviderCourseCardTemplate.docx

2. Hold together the printed test paper template with actual names and other required information on it with a blank course card sheet by lining up the 4 corners and the papers' edges against strong backlighting.
3. Check if any typed information is out of alignments by seeing through both pieces of papers against the backlighting; if so, use Microsoft Word (which the template was created) to fine tune some line and character spacing.
4. Do more test prints until you get it right. Only then you put the actual course card sheet into the printer to print; save the adjusted template that is specifically for your printer for future use.

Note: If you have less than a full sheet of 8-1/2" x 11" three course card sheet, align and tape the individual course card on the top and side edges of a blank 8-1/2" x 11" printing paper so the course card can be printed by the printer with the blank paper as backing.