

Word Template for Post It Notes

Open a new Word document.

Click File, Page setup, and change top, bottom, and side margins to .5

Insert a 3 row 2 column table for 3 x 3 notes or a 3 row table for the 3 x 5 notes

Click table, select table

Click table, table properties (or right click on selected table and click table properties)

If you are printing on 3 x 5 notes check the preferred width box and set it to 5". If you are printing on 3 x 3 notes skip this step.

Click the row tab, check specify height, and set it to 3" for both sizes of notes. Click the down arrow by "at least" to change it to "exactly".

Click the Column tab and change preferred width to 3".

Save the page as Notes (or whatever that will help you remember what it is)

Print the page for your template

Click in each cell and type the message.

Put a Post It over whatever cell you have writing in to print your message.

Never feed the paper with the flaps of the notes going in first. Always feed it sticky side down first.