



Print on Sticky Notes in MS Word

Technology for Classroom Teachers

Marilyn Western

Open a New document (**File, New** or **Ctrl N**)

Select the **Text Box** tool from the **Drawing Toolbar**.

Drag a text box on your page. Make it a bit larger than your sticky note.



Type your message. You can change the font, size, style, etc.

Add clip art by clicking on **Insert, Picture, Clip Art**. Move & size it if needed.

Select this box (click on the border) and copy it (**Edit, Copy** or **Ctrl C**). Paste it (**Edit, Paste** or **Ctrl V**). Move it next to the original box. Paste again, and move the box below. Continue until you have the page filled with boxes (you can fit 6 on a page – see below).

Print on a regular sheet of paper.

Place your sticky note within the box on your printed sheet.

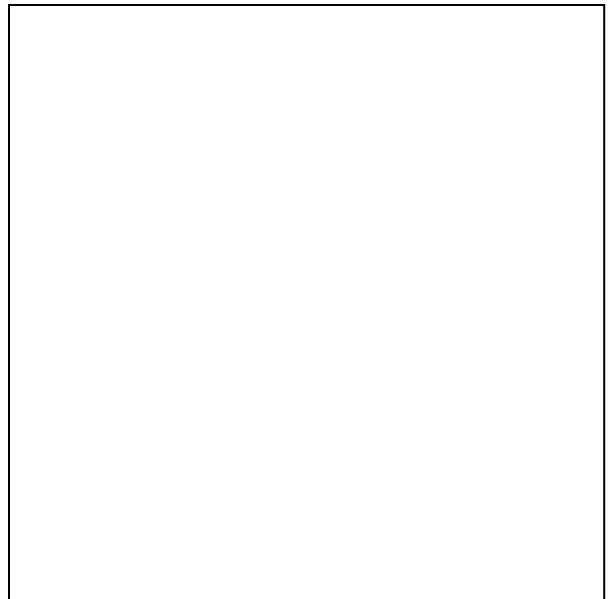
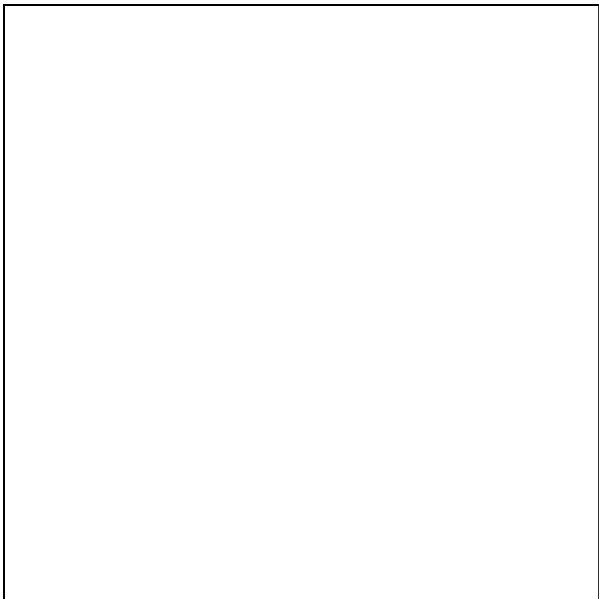
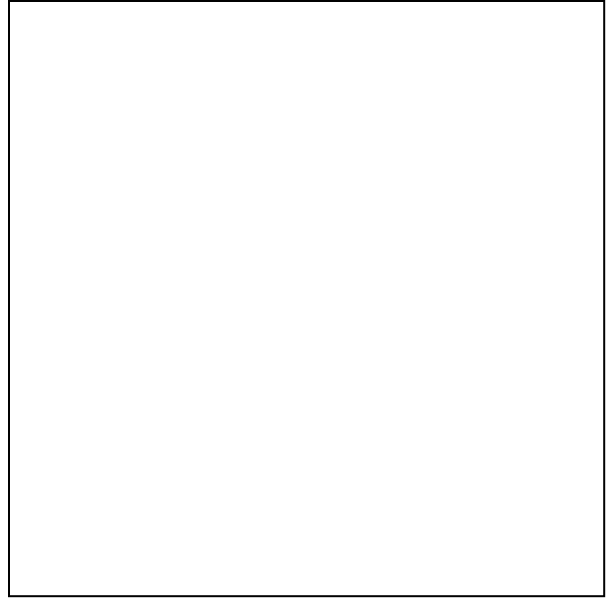
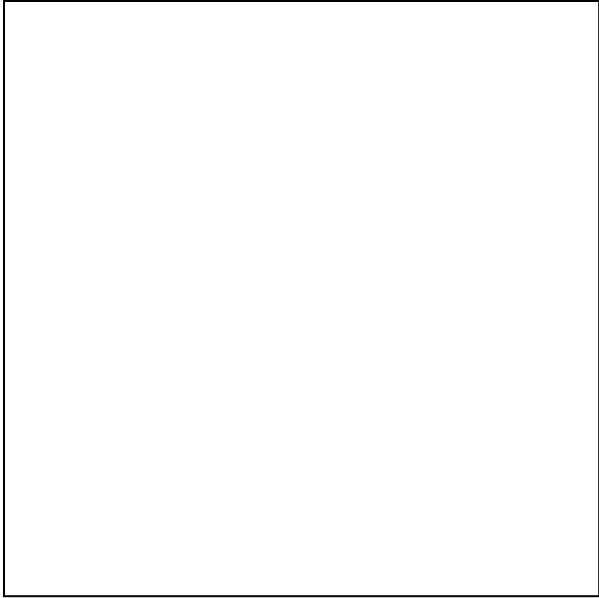
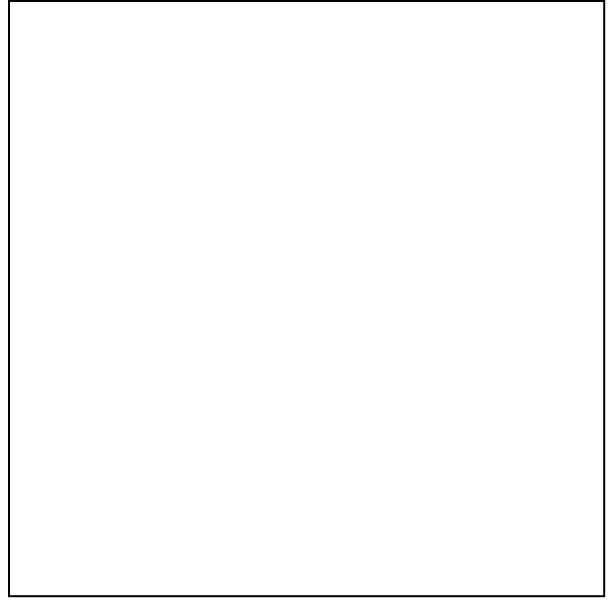
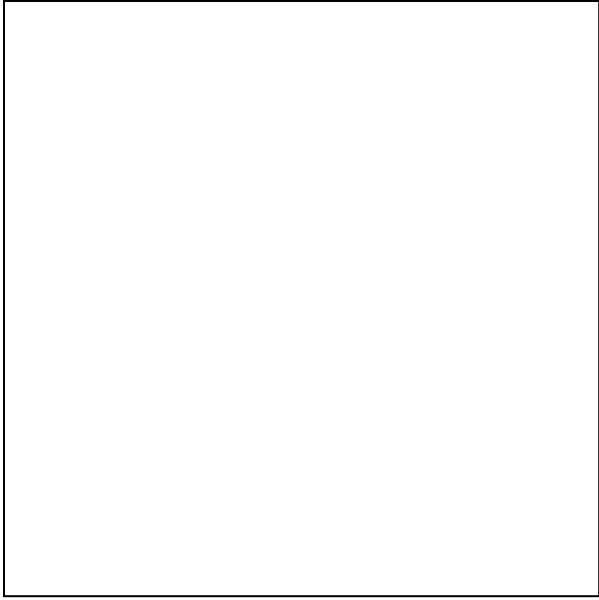
Put the paper back in the printer & print once again.

Ta Da!

Note:

- Be sure your sticky notes are all 'pointing' in the same direction (all the 'stickies' are at the 'top' of the paper). Putting the stickies into the printer with the non-stick edges leading will result in a jammed printer.
- Experiment to see how to put your paper into the printer so it prints on the same side as the 1st printing. Each printer is different. Make a note of how your printer works (e.g. face up, top edge in first).
- Try this with fancy note pad paper. You can lightly tape the top of the notes on the page, or use a 'sticky note' glue stick.
- Use for:
 - notes you write often (See me before you go out for recess)
 - locker, folder, or desk nametags
 - reminders to leave on computers (Remember to SAVE!)
 - field trip name tags

Top



Don't forget to Save!!!

1. Click **File** and **Save As**
- OR
2. Click the **floppy disk icon** on the toolbar
- OR
3. Hold the **ctrl** key and press **S** for Save



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