

## **Reversing the text for your EZ Prompter**

There are several ways to create a sheet of reverse text:

### **Microsoft Word**

Here is how to get your Text as large as possible on one page:

1. Type your script or copy and paste it into a word file.
2. Click on file and go to page set up.
3. Reduce all margins (top, bottom, left, right) to 0 (zero). MS Word will automatically fix the margins for you. So click on “OK”, then “Fix”, and “OK” again.
4. Now just adjust your font size until it's as big as possible to fill one page without flowing over to a second page.
5. To print, please refer to “Printers with Mirror Image Function” instructions.

### **Printers with “Mirror Image” function**

Several printers have functions that allow you to print backwards; sometimes it is called “Mirror Image” or “Horizontal Flip”. The printer will print a normal sheet of text in reverse. Note that printers also have a selection called “Reverse Printing” where a sequence of pages are printing from last page to first page; this is ***not*** the same as Mirror Image. Check the printer instructions manual for more details.

1. When printing, under “File”, go to “Print”, “Page Setup”, or “Printer Setup”.
2. Select “Preferences” or “Options” (the name is different depending on the printer)
3. Check the box that says “Mirror Image”, and then press “OK”.
4. The printer will now print the text in reverse. Be sure to go back into the printer setup to uncheck the Mirror Image box to resume normal printing.

### **ADOBE PHOTOSHOP**

Adobe Photoshop or similar graphics program are able to reverse text just like reversing an image. Check the graphics program for more details.

1. Open Adobe Photoshop.
2. Open a new image by clicking “file”, then from the drop menu click “new”.
3. Update the properties of your file to:
  - a. Width – 8.5 inches
  - b. Height – 11 inches
  - c. Resolution – 300 pixels / inch
4. Type your text in the new image.
5. Mirror the image by clicking “image”, then from the drop-down menu, select “rotate canvas”, then “flip horizontal”.
6. Print the file and insert into the paper tray of the EZ Prompter.

### **Transparencies**

It is possible to print onto a transparency, reverse the transparency when inserting the sheet on the paper tray, and layer a blank white sheet of paper on top of the transparency to make it visible for the reader.