

## Single Sided Artwork, Graphics, & Double Sided Documents

# 1

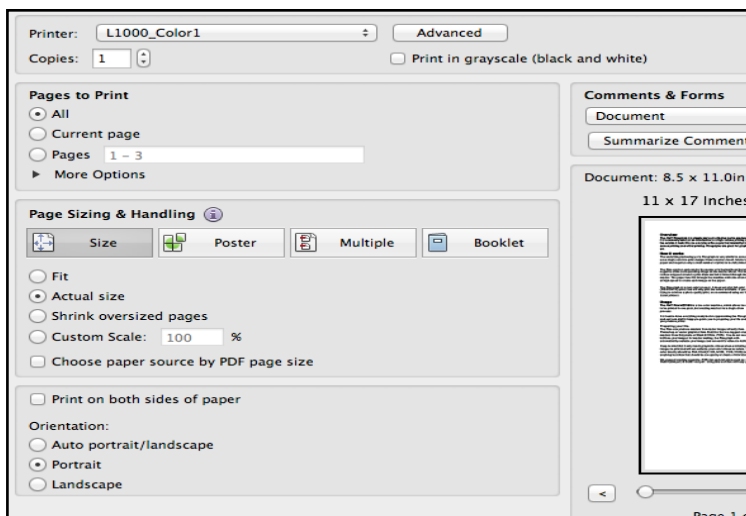
### Print from PDF

Prepare your file as an Adobe PDF and print the file from Adobe Acrobat.

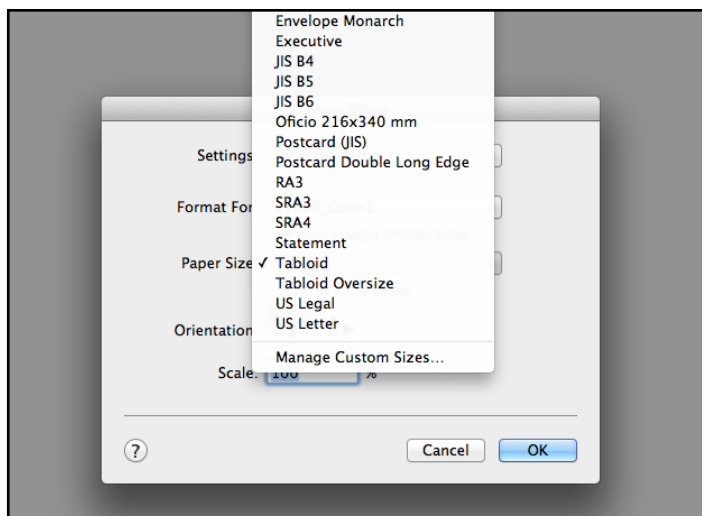
# 2

### Set your Paper Size

1. Make sure “Choose paper source by PDF page size” is unchecked.
2. Select [Page Setup]
3. Format for: to “L1000\_Color1/L1000\_Color2”
4. Specify your Paper Size from the drop down list.  
Note: Maximum Paper Size is 12” x 18”(Tabloid Oversize), Maximum Paper Weight is 80lb single-sided.  
Color 1 & Color 2 are not the best option when printing on non-standard paper sizes.
5. Select, [Okay] to close the dialog.



Choose paper source by PDF page size should be unchecked

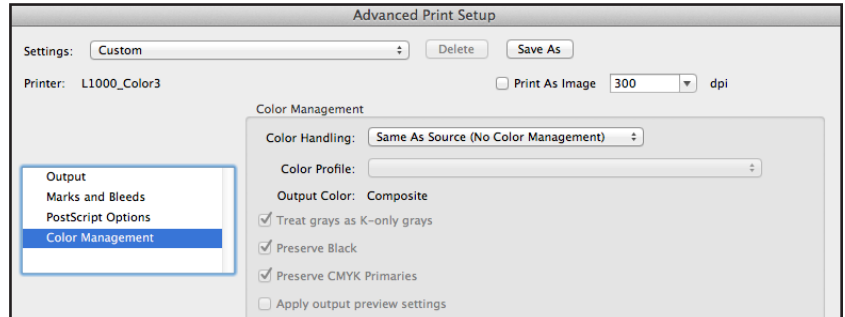


Select paper size from drop-down list

# 3

## Check Advanced

1. Next, select [Advanced] dialog, and make sure that: “Print as Image” is unchecked/off
2. Then continue to Color Management and make sure it is set to “Same as Source(No Color Management)”
3. Select “Ok” to close the Advanced Dialog



# 4

## Double Sided?

Select Print on both sides of paper if you need to print Front & Back and specify Flip on Long or Short edge.

## and... Print!

Select Print to Close the Printer Dialog and Select Print again to send your job to the Printer, a login dialog will pop up for your Papercut Credentials

**Using these papers/substrates in Laser Printers will result in losing your printing privileges**

**ABSOLUTELY**

**NO**

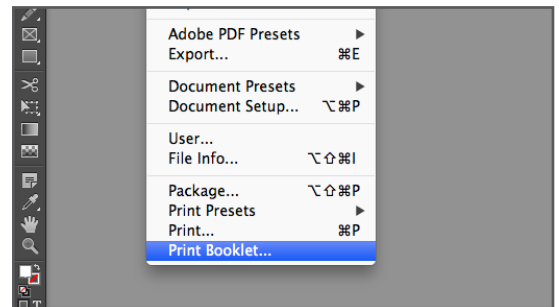
- Vinyl
- Mylar (aka Duralar)
- Vellum
- Plastic Coated Paper
- Image Transfer Sheets

## Printing Saddle-Stitch Booklets from InDesign

# 1

### Print Booklet from InDesign

Prepare your file as an InDesign file(.indd) or PostScript file(.ps) and print the file using **Print Booklet...** in Adobe InDesign

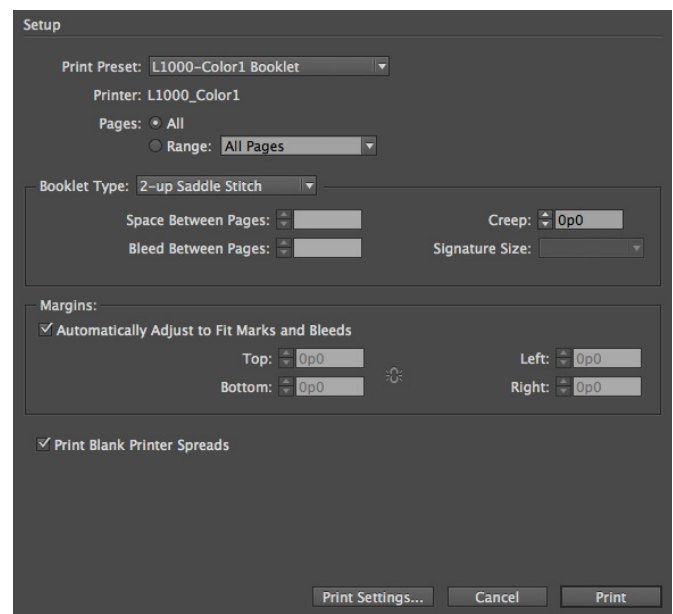


# 2

### Booklet Settings

Make settings are

1. Booklet Type:  
2-Up Saddle Stitch
2. Margins:  
Automatically Adjust to Fit  
Marks and Bleeds
3. Print Blank Printer Spreads:  
is Checked

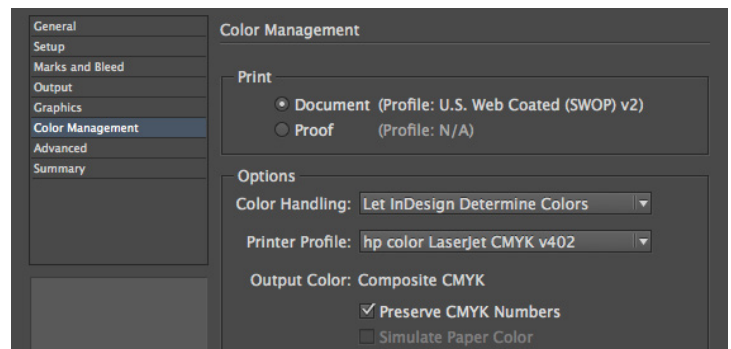
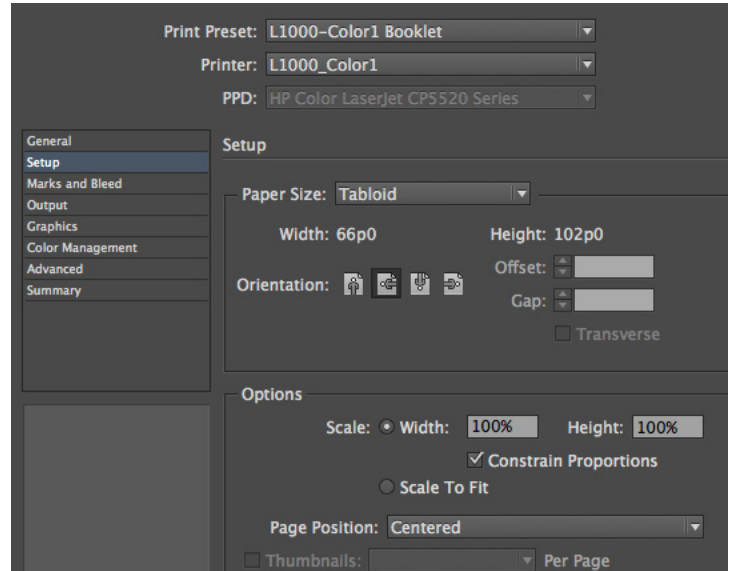


# 3

## Configure Print Setup

Select Print Settings and double check these following settings.

1. **Paper Size**  
should be larger than your spread size for 100% scale printing.
2. **Orientation**  
Set to:
3. **Page Position:**  
Centered
4. **Scale**  
100% if needed
5. **Printer Marks & Bleed**  
Crop Marks are almost always needed.  
A 1/8th(.125) inch bleed is good practice but not always necessary.
6. **Color Management**  
**Color Handling:**  
Let InDesign Determine Colors  
**Printer Profile:**  
HP Color LaserJet CMYK

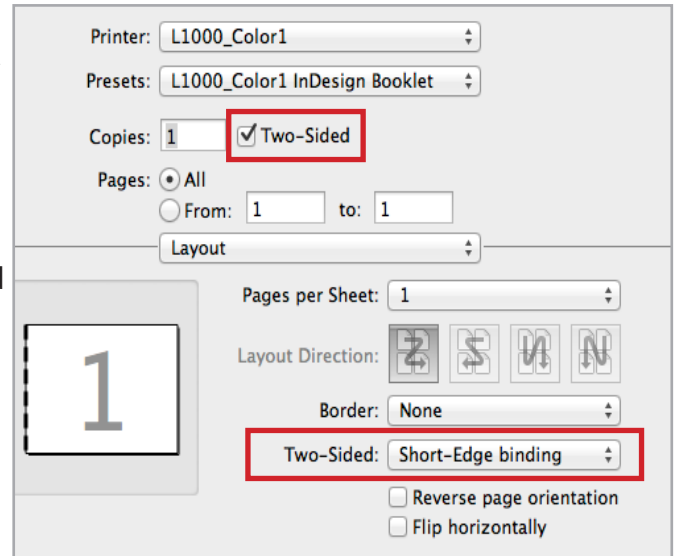


# 4

## Make sure Double-sided Printing is on

1. Select [Printer...] on the lower left hand of the print dialog window.
2. Make sure Two-Sided is checked
3. Two-sided is set to Short Edge Binding

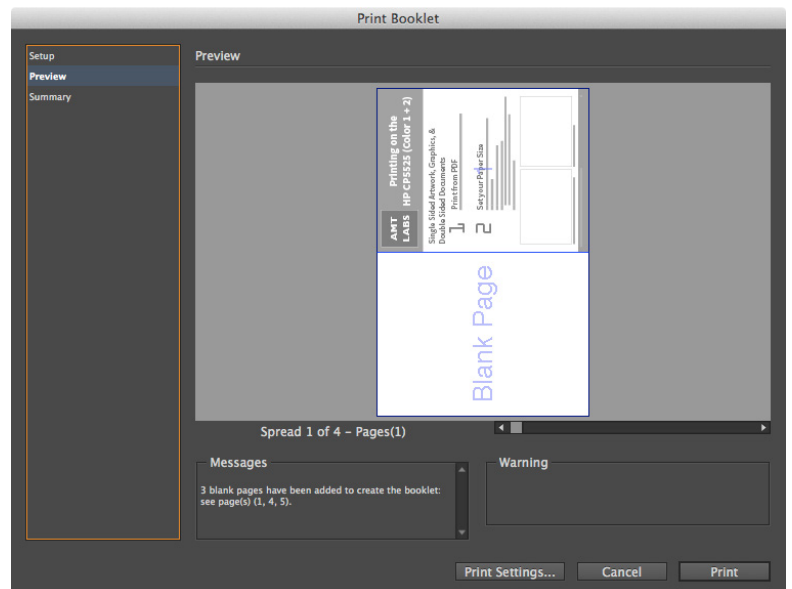
Select Print to Close Print Dialog, and OK to close Print Settings Dialog



# 5

## Preview Booklet & Print

1. Select Preview Booklet to make sure the pages printed are oriented to the paper. Any section of the print off of the paper will highlight red. If so, go back and double check the print settings.  
And... Yes, typically the prints will appear sideways.
2. If everything appears okay, select Print to send your job to the Printer and a login dialog will pop up for your Papercut Credentials



**AMT  
LABS**

# **Banned Materials from Laser Printers (B+W, Color 1, & Color 2)**

**Using these papers/substrates in  
Laser Printers will result in losing your  
printing privileges**

**ABSOLUTELY**

**NO**

**Vinyl**

**Mylar (aka Duralar)**

**Vellum**

**Plastic Coated Paper**

**Image Transfer Sheets**

**Use paper stocks that are specified for  
use on LASER Printers**