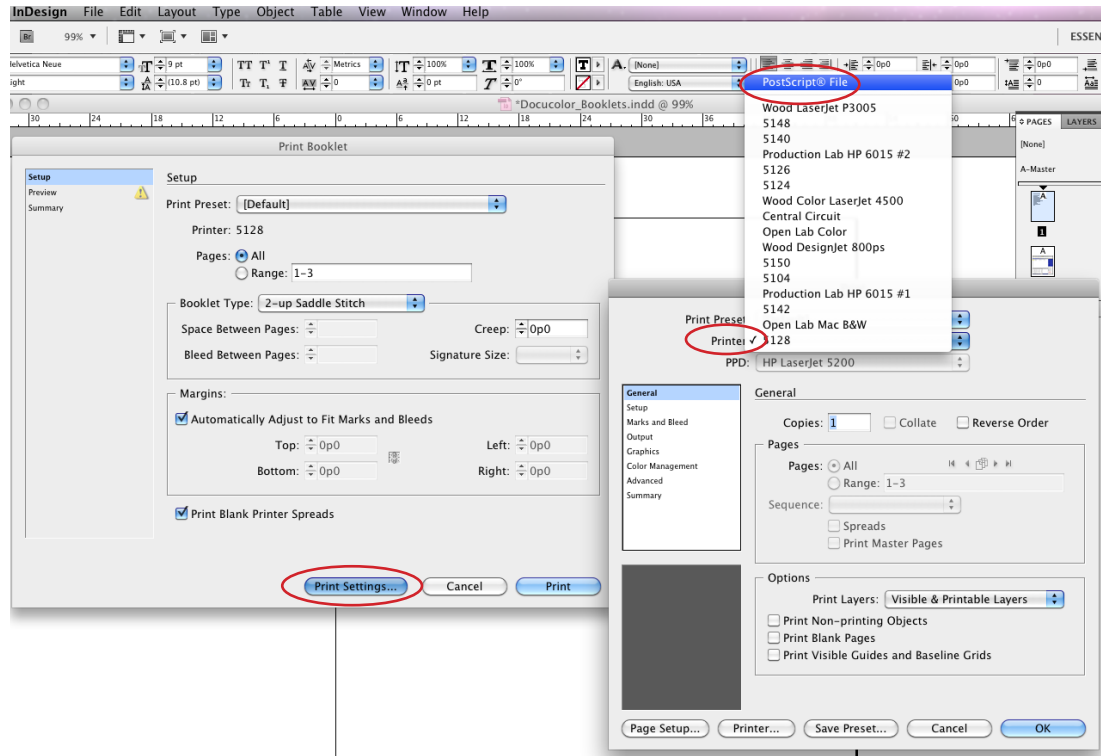
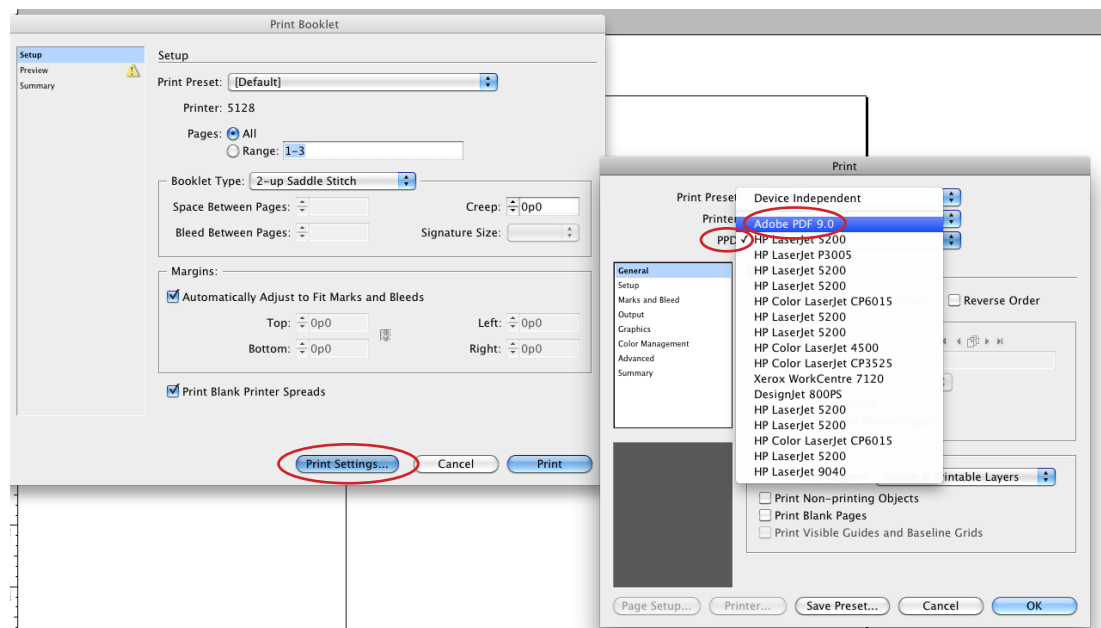


HOW TO PRINT TO THE DOCUCOLOR – BOOKLETS

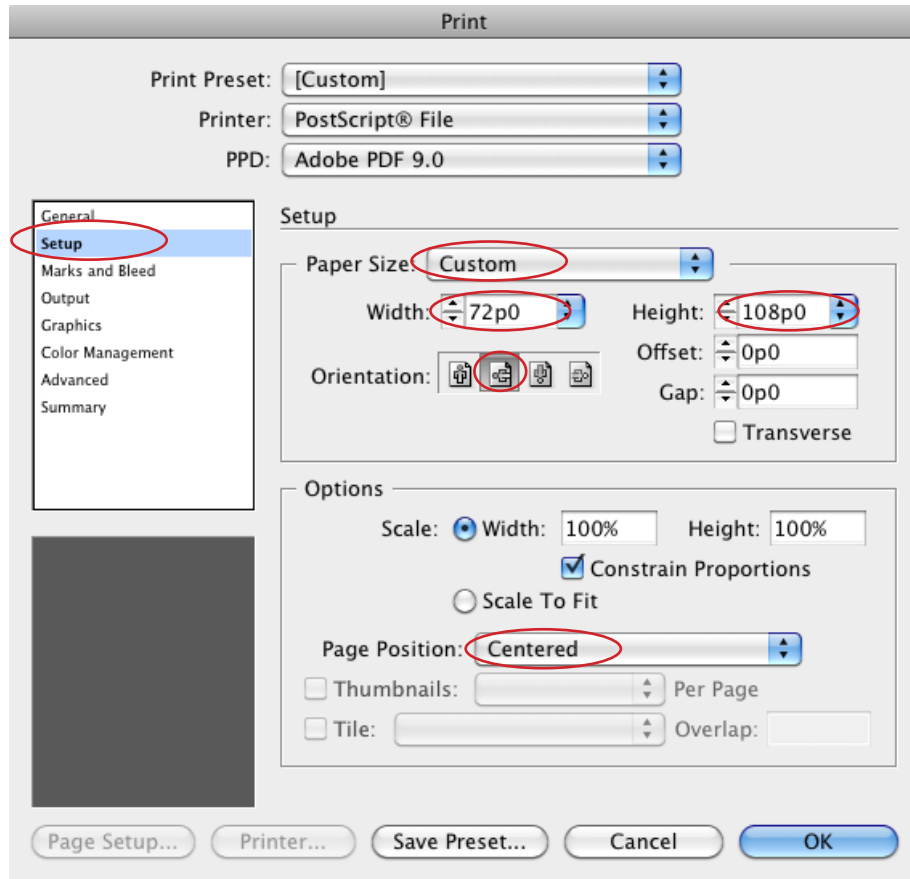
1. IN INDESIGN: File > Print Booklet
2. Click on Print Settings
3. Find Printer > Choose Postscript File



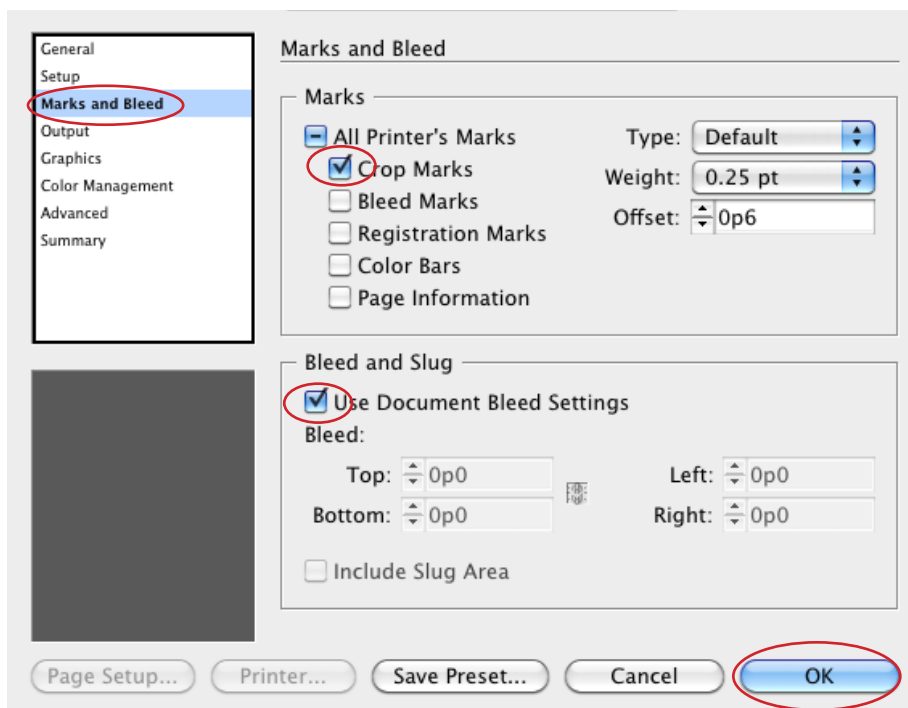
4. Find PPD > Choose Adobe PDF 9



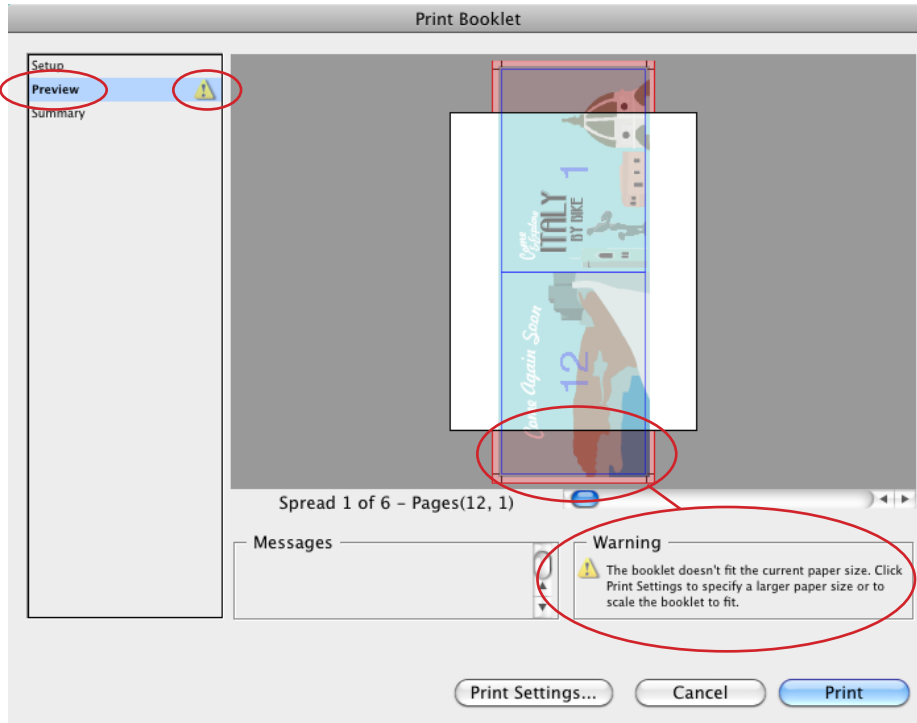
- Under Setup > Set up Paper Size (For example: If you need to print on 12" X 18". It would be Custom, Width: 72p0, Height: 108p, Orientation: Landscape)
- Under Options > Page Position > Choose Centered



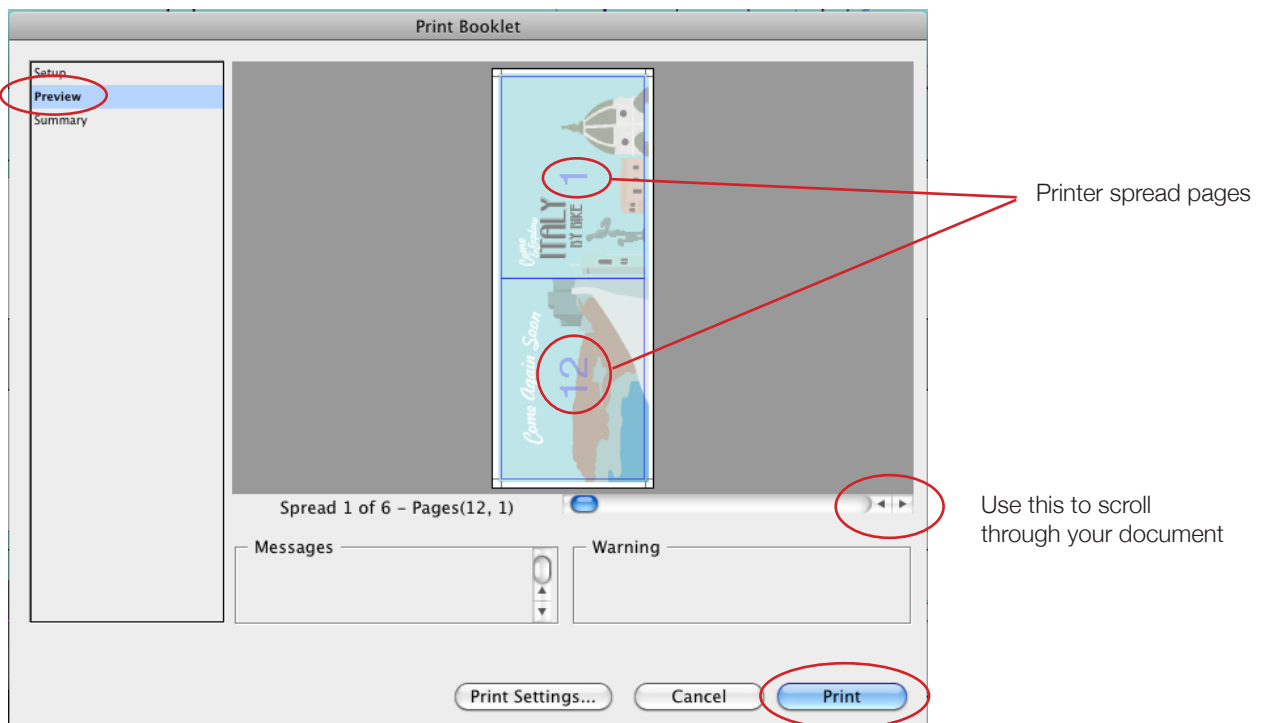
- Under Marks and Bleed > Choose Crop Marks > Choose Use Document Bleed Settings > Click OK



8. Preview your work (If you see a yellow triangle with an exclamation point, there is something wrong with your file. It is probably the paper orientation or paper size. If that is the case go back to Print Settings and fix your Paper Size or Paper Orientation)



- a. A proper Preview will show you the printer spreads, paper orientation and layout. > Click on Print > A postscript file of your document will be made



9. Go to Applications and open Acrobat Distiller > Drag your postscript file onto the Distiller window > A PDF file will be made
10. Name your file with your name_job description. For example: JaneDoe_Brochure.pdf
11. Go to Applications > EFI > Mount Jobs to Print Folder
12. Drag PDF to Jobs to Print 1 > Docucolor
13. Right click on your PDF file to apply workflow preset: 1stYear_Brochure
14. If needed, add paper to the by-pass tray. (Go to Docucolor printer and hand feed the 12 X 18 paper into the bypass trass (Tray 5) >
At the Docucolor printer > Choose Coated 2 for your paper stock
15. Print your file.

