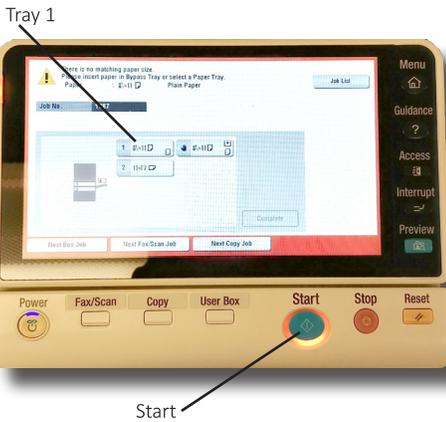
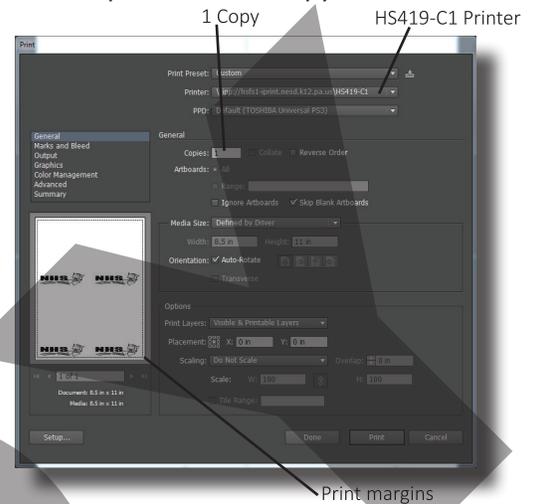


Printing Notepad Pages in 419

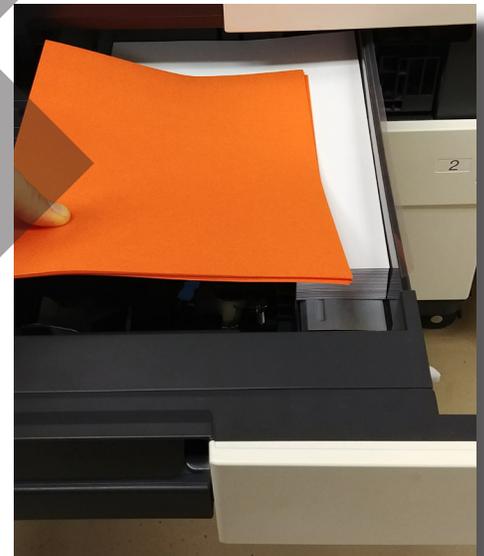
1. Open the notepad 4-Up in Illustrator. Make sure that each of the 4 squares is occupied with one copy of the comprehensive and that all of the boxes surrounding each comprehensive have been deleted.
2. Choose File>Print to open the print dialogue box.
3. Change the printer to the option ending in HS419-C1. Check the preview box for black lines surrounding each notepad. If they exist, cancel the print and delete them. Also, notice that some things may run beyond the dashed line (the print margin). If this happens, and those items being cut off are not a problem, choose print.



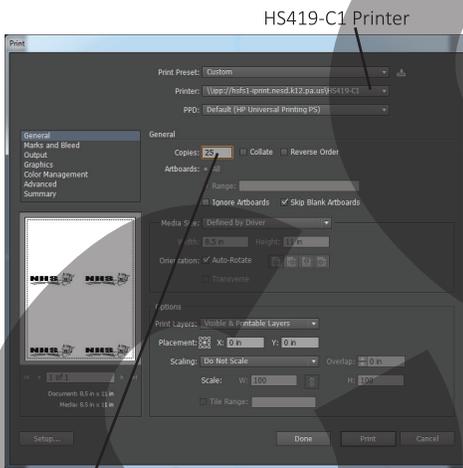
4. Now go to the printer and touch tray 1 on the printers screen and then push the start button. The beeping should stop and the orange light should become blue and in a few moments, the print should appear below and to the left of the screen.

5. Examine this printed proof sheet. Does the placement of elements seem effective? Does the quality of the images look good? If it is watermarked, test writing over it with a pencil. If any of these could be better, fix them and reprint the proof sheet

6. With the proof sheet set, open tray one on the printer and add the 25 sheet of colored paper on top of the white paper stack. Close the paper tray.
7. **Immediately tell everyone else not to print!** Do not be afraid to be *reasonably* loud. Everyone needs to hear that they should not print!



Add paper to top of stack in tray 1



25 Copies

8. Go back to the computer and Illustrator. Again choose File>Print. Change the number of copies to 25 and make sure the printer is still set on HS419-C1 then click the print button.

9. Go back to the printer and touch Tray 1 and the start button to tell the printer where to take the paper.

10. Once the printing is done, tell everyone that they are free to print again.

11. Remove the prints from the tray and jog them so they are a neat stack.

Jog the prints until they are an even stack

