

Glorybound Publishing for Business Print Sets are specifically geared to be used with the Office printer such as Océ Cm5520 copier or HP desk top B/W to achieve maximum function and usage from the digital aspects of the printer.

- Completely integrates all aspects of graphic design, maximum paper usage and output management.
- Print Sets are for anyone who has the printer and desires to utilize functions beyond copying.
- There are complete print Sets including paper sizes, where to order what you need, and how to set it up in the many drawers that the printer offers.
- If you desire to staple, fold and print on special paper, then this book can help to achieve these goals.
- When the printer functions are set up within the computer screen, the print will be the same. This results in zero waste and consistent results in printing.
- Print what you never thought possible: Books, brochures and booklets.

If you want the patterns to the Print Sets listed within this book, look for the Pattern Sets by the same numbers.

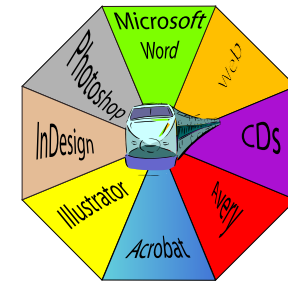
**Pattern Sets 2 goes with this book.**

\$99.95  
LT 0041

Glorybound Publishing for Business

## Print Sets 2

Office Printer and Desk Top



Glorybound Lasertrain

### Print Sets 26-48

Legal Contract  
4 Page Legal Contract  
Legal, Watermark 4 page  
Print Sets Book with Cover  
8.5" x 10" Picture  
2-Sided Brochure Tri-Fold  
4 Page Half-Fold Booklet  
Display Bag top 11Cm  
Counter Display 11" x 14"  
CD Insert Front Page  
Book Registration Marker 1  
Business Cards 2  
Certificate  
11 x 17 Poster  
DesignPro 5 Stickers  
Vinyl Cover  
Soft Cover Book  
Big Book 11" x 17" Portrait  
Bookmarks  
Word Document, Stapled  
Word Document, Holes, Cover

By Sheri Hauser  
Publisher & Graphic Artist

Helping Business Help Themselves

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### ***Statement***

Glorybound Print Sets are not affiliated with Océ Imagistics. Glorybound Print/Pattern sets are published by Glorybound Publishing of Las Vegas. They originated in response to the needs of the publishing company to produce what it needed to do business. Glorybound is owned by Sheri Hauser who encourages training over production; because once individuals are trained they can bring whatever is needed to their own destination...like a train. Glorybound offers on-site Laser Training Options for Business Classes on many aspects of digital computer driven publishing using a variety of software to obtain specific results (depending on where the company needs to go.)

Océ Imagistics Printer Cm5520 is a multiple use printer which has the capability to handle many sizes and thickness of paper. This manual can be used for many similar printers. All products and companies listed in this manual are not adherent to it in any way. References to them are not intended to promote their business or products, but give the reader a spring board from which to select similar ones. The books are more like a testimony of my training: My Glorybound Train (Sheri Hauser). Océ Imagistics and/or Cannon is not liable

## Lasertrain Order Form

838 Bare Branch Ave.  
Las Vegas, NV 89123  
Office Phone: 702-328-7033  
FAX: 702-896-0333

*FAX*  
*PHONE*  
*MAIL*

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Zip Code \_\_\_\_\_

Name of Business \_\_\_\_\_

e-mail \_\_\_\_\_

Phone number \_\_\_\_\_

Items \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Charge \_\_\_\_\_

## Publication Options with the Lasertrain

- **Glorybound Publication for Business**
- **Print Set 1-9** \$99.95
- **Pattern Set 1-9** \$99.95
- Individual Print Sets 1-200 \$14.95
- Individual Pattern Sets 1-200 © Released \$14.95
- Combined Individual Print/Pattern Sets 1-200
- © Released \$25.00 per set

### Combined Pattern and Print Sets in Groups

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Just Stickers, Cards & Barcodes 2	\$250.00
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### Digital Book Publishing

*Catch the Laser train  
by Sheri Hauser*

*Helping authors help  
themselves.*

\$19.95

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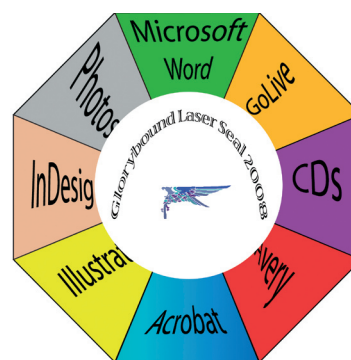
## Introduction

Welcome to the Glorybound Publishing Laser Train for business. The principles outlined in these books {Glorybound Publishing Print Sets, Pattern Sets, Just Stickers, Cards and Bar Codes, Just Books, and Just CDs} show how someone can use the engine that he already owns (their computer and its software) to direct the printer.

These print sets are like rails that lead to a specific place: You provide the engine (computer), the cars (the printer) and the raw materials (what needs to be transported in writing or pictures).

I simply show you where the rails are to get the raw materials to a place where they can become useful. Let me remind you, that when you have original material, dated and stored, it retains its copyright, but is no good to others.

When you publish it and reproduce it, then it becomes useful to others! Be challenged to release the publisher in your system: Become Laser trained.



Number



## Glorybound Lasertrain

*The woman behind it.*

Sheri Hauser redefines digital publishing with the release of Glorybound Publishing Company in Las Vegas in 2009 four years after the inception of the limited liability company charter in January 2005.

Glorybound Publishing is proud to release, all at once for review 50 books, 20 Lasertrain Digital publishing for Business books, 56 print and pattern sets for digital publishing, five calendars displaying fine art by the Glorybound Artists and 26 signed and numbered fine art prints by two artists. The Children's department, GBK is releasing 7 major books accompanied with educational learning programs, plays, music, and activities which promote interactive elements designed to promote moral development in children. The company programs include the Artist Bank {providing training and support for Artists}, Educational School Programs {English and Art Honor Books}, Especially for Teachers {Plays and interactive activities for classrooms}, Glorybound Lasertrain {Helping business help themselves}, Glorybound Christian Writer's Assn. of Nevada, Publication options for Business {Publication Packages for Business} and United in Word {Translation of books}

Our books are published using the latest software and printing techniques with integration of Photoshop, In Design, Illustrator, Avery, Acrobat and Web design. By building the company from the ground up using digital software technology we have the capability to enlarge, shrink and change the books printing on demand maximizing the printing capabilities of the printer and computer software integration to speed publication and formatting.

then it expects to find a cover in the bypass tray. There is a set period of time in which the printer will stay in the program modes, then default to basic settings. You can ask it to go to default, if you are worried. Also, there is a button on the 'paper settings for each tray' button on the far right called 'restore device status' which will put the printer to default status as far as which papers usually belong in which drawers.

9. My brochure keeps printing upside down: Cue the print set in the lay out to bind in the left.

10. My printer defaults back to basic screens before the computer downloads what I need to print so that it doesn't do what it is supposed to do. I had the technician reset the value on the time so that it takes longer to switch back to default. Mine is at 3 minutes because that seems to be about the longest it takes for some of my documents to download. Note that when you print directly from Photoshop or InDesign it takes much longer because the piece isn't 'packaged' like it is when you turn it into a PDF. So, I recommend turning all of your documents/pictures into a PDF prior to printing. You can always change the PDF because you still have the document in InDesign and can save over the PDF any time you need to.

11. Is there a pattern to keeping my other side 'right side up' when I put it into the bypass tray to print on it? What ever way the paper comes out of the printer is the same orientation that it needs to go back into the printer. So, if the picture comes out upside down, then put it into the other side that way. I always run a test page before I print 20 books to find out that the reverse side is up-side down.

color settings. You might try the photo settings.

**3. Every other page is coming out up side down.** If you are trying to print in landscape mode using automatic binding, it will come out with every other page up-side-down. Change the binding mode (on the computer screen) under the lay-out page to left bind.

**4. The computer defaults to another mode before you print your project.** If this happens, you can set 'print sets'. These will program the printer and allow it to talk to the printer which will ease your project.

**5. The Cover of my book won't print on the other side.** Heavy weight paper needs to be turned over using the bypass tray. You will make yourself grey trying to get the machine to flip a heavy piece of paper.

**6. The page jams right off going through the bypass tray.** Turn the paper the other direction on the tray. The machine is trying to print it going the opposite direction.

**7. I can't find the menu to even get to the print set:** Many times there is more than one printer programed into your computer software. If there are other printers which pop up when you go to 'file' then 'print', then you need to make sure that you are telling the computer which printer you need to use. The print dialogue boxes for this printer will not show up when you have a different printer cued.

**8. I keep telling the printer by way of the computer to pull from a drawer, but it insists on pulling from the bypass tray:** Maybe you forgot to un-set the last functions on the printer. If it is on the 'fold' function expecting to pull from the bypass tray, then it will assume you want to continue doing the same thing. Also, if the last program you told it to do was to draw from the bypass tray for a cover,

## *Information Related to Print Sets Books*

Print Sets Books are designed for individuals who have media they need to publish. They are like cook books for publishing in that they give information which directs the cook to make something specific. It is important to point out that the Print Sets do not teach the program of software indicated in the pattern or Print Set, but show how to utilize the software to bring about a specific product. It is comparable to cooking lessons in that one who whips up a recipe doesn't need to know everything about the food, the oven or the kitchen: He just needs to know how to come up with what he needs within the structure he is given using the ingredients supplied. With the Print Sets, you supply what needs to be printed and I tell you how to 'cook' it using specific software which it is created in.

This book is written in a format familiar to web page developers. It takes the reader from screen to screen using indentations for clarification if structure. The book points out:

1. Types of paper recommended for specific outcomes.
2. Which drawer to place the paper into for the most consistently reliable results. {Certain drawers will not allow the user to fold the paper in half when the paper is drawn from them.}
3. What to program the computer to do which will tell the printer how to print what you need.
4. Specific printer program elements to insure the printer and computer are in alignment.

The publishing principles used in the Glorybound Print Sets drive the printer using the computer software. They differ from conventional printing techniques which are 'printer driven'. Many businesses operate using the Océ Imagistics Cm5520 printer using printer driven options. {See the standard manual} The manual presumes that the individual already has a copy of what needs to be copied and goes to the printer, programs the functions and looks for the results in the output tray.

With the Glorybound Publishing Print Sets what needs

to end up in the output tray is new: There is no copy to copy. So, in essence, the copier becomes more; it enables the individual to become his own publisher. For, when you create a 'written work' then program the computer to drive the printer and gather your 'work' in the output tray, you have 'published' your own work and have become a publisher.

## Glorybound Print Sets 2

Glorybound Publishing has raised the standard for digital printing within their publishing company and utilizes it for printing books, calenders, CD covers, brochures, and all manner of printing. Gone are the days of the huge printer to do the work. And, happy are the days where we can work within a single piece of paper reducing the waste to nearly zero.

Welcome to digital publishing. To use this book to the fullest extent the reader must have a working knowledge of InDesign, Photoshop, Illustrator, PDF conversion, Avery, NeroStart Smart, Epson, Wasp or Microsoft Word.

Print Sets 2 has a companion called **Glorybound Pattern Set 2** and **Glorybound Sample Set 2**. The Pattern Sets contains all of the patterns for the print sets in this book. You can manipulate them to input your own data. All are given in the advanced software that is indicated at the top of the print set. **The Sample Set 2** is a compilation of samples of every type of printing which is outlined in this book.

See the complete list of Print Sets Books at [www.gloryboundpublishing.com](http://www.gloryboundpublishing.com).

sign: Go the Set Up Menu of the InDesign Screen.

- >Set Up
- > Move from 8.5" x 11" W to 8.5" x 11"
- > Needs to be portrait mode to be congruent

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Here is a section devoted to possible problems that can be encountered along the way in the printing process.

## *Fixing Problems:*

**1 The printer won't fold:** The printer will give you lip if the program that you set the page up in specifies a different size or direction from what you are telling the preferences mode on the computer and the printer when you attempt to run it off. The General Preferences (under the CS Design program side of the screen) need to match up with what you are telling the other two elements to do. Then, you can tell 'set-up' and preferences (under the specified computer) what you want the printer to do for you.

**2. Ink from page to page:** Stop your printing and clean the machine using some plain white paper. This happens when you print too fast. If you do not program the printer to expect thick or special paper, it will automatically assume that it can print fast. When it prints fast on thick paper, it skims the surface and leaves a mess.

**3. I am trying to print cover stock and it looks 'crummy'. The pictures are washed out:** The paper is moving too fast through the printer. Program it for thick paper and change the

>Go to Set up  
>Preferences

### Basic screen

Original Size 8.5" x 11"  
Paper Size Same as Original  
Mode Portrait  
Zoom Auto  
Paper tray Drawer 3  
Drawer 3>Paper settings for each tray  
>Tray/Paper Type  
>Select Tray (Drawer 3)  
>Paper type >Plain

and

>Tray/Paper Type  
>Select Tray (Drawer 4)  
>Paper type >Plain

**Output Method** Print  
**Lay out:** 1 sided (or duplex)  
**Binding Position:** None  
**Finish:** Punch  
>Three holes (left)  
**Cover Mode:** front cover  
>Print  
> From drawer 4  
Back cover  
>Print  
> From drawer 4  
**Stamp/Composition:** None  
**Quality:** Document/Full color

### 3. Printer Screen (on the Cm 5520)

You don't need to make changes using the printer screen on the Cm5 520.

\*Note: if you are having problems, check to make sure that your document is in the portrait mode instead of landscape. It will run without programming the printer, but you can do it if you want.

\* If you still have problems and are printing from InDe-  
58

### Outline Book 1

26	◆	Legal Contract	8
27	◆	4 Page Legal Contract	10
28	◆	Legal, Watermark 4 page	12
29	◆	Print Sets Book with Cover	14
30	◆	8.5" x 10" Picture	17
31	◆	2-Sided Brochure Tri-Fold	19
32	◆	2 Page Half-Fold Booklet	21
33	◆	4 Page Half-Folded Brochure	24
34	◆	Display Bag top 11 Cm	26
35	◆	Counter Display 11" x 14"	28
36	◆	CD Insert Front Page	30
37	◆	Book Registration Marker I	32
38	◆	Business Cards 2	34
39	◆	Certificate	36
40	◆	11" x 17" Poster	38
41	◆	17" x 11" Poster	40
42	◆	DesignPro 5 Stickers	42
43	◆	Vinyl Cover	44
44	◆	Soft Cover Book	46
45	◆	Big Book 11" x 17" Portrait	49
46	◆	Bookmarks	53
47	◆	Word Doc, Stapled	55
48	◆	Word Doc, Holes with Cover	57

## *Levels of Difficulty*

◆ **Black Diamond Slope (hard)**

◆ **Intermediate Slope (medium)**

◆ **Rope Tow (easy)**



Software used:  
Photoshop, InDesign, Acrobat to  
convert to PDF

### ◆ **Print Set 26: Legal Contract**

This produces a legal size document.  
(See the print set samples)

#### **Readying your contract to print**

I made the contract using Microsoft Word software and added my logo setting it up on legal size paper. You can also use InDesign if you want. In the next print set I add a watermark logo.

#### **1. Set up paper**

- I used legal paper 8.5" x 14"
- Place paper onto 2nd tray.

#### **2. Computer Printer Settings**

File>Print

- >Copies 1
- >Pages 1
- >Go to under the blue title>General
- >Set up
- >Paper size 8.5 x 14
- >Orientation>Portrait
- >Check constrain proportions
- >Page position>Center

\* If you still have problems and are printing from InDesign: Go the Set Up Menu of the InDesign Screen  
> Set Up

> Move from 8.5" x 11" W to 8.5" x 11"

> Needs to be portrait mode to be congruent

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Software used: Word

### ◆ **Print Set 48: Word Document, Three holes with covers, Front, Back**

This print set is used for printing 'interior' of printed material I put into binders for use in the office. (See sample #48)

#### **1. Set up paper**

This print set is for 8.5" x 11" paper. Set paper into drawer 3 or four or the bypass tray to print on it. It doesn't matter unless you want to specify a specific paper. I leave specific papers in certain drawers and cue those drawers when I need it. I put 24 wt into drawer 3 and colored paper into drawer 4. Then, I use the colored paper as a 'cover'. To use heavy weight paper as cover see print set 49.

#### **2. Computer Printer Settings**

- >Copies 1
- >Pages 1
- >Go to under the blue title>General
- >Set up
- >Paper size 8.5" x 11"
- >Orientation>Portrait
- >Check constrain proportions
- >Page position>Center

>Page position>Center  
 >Go to Set up  
 >Preferences  
**Basic screen**  
     Original Size     8.5" x 11"  
     Paper Size       Same as Original  
     Mode             Portrait  
     Zoom             Auto  
     Paper tray       Bypass  
     Bypass tray>Paper settings for each tray  
         >Paper type >Plain  
**Output Method**     Print  
**Lay out:**           1 sided (or duplex)  
**Binding Position:** None  
**Finish:**           Staple in the corner  
**Cover Mode:**       No change  
**Stamp/Composition:** No change  
**Quality:**          Document/Full color

### 3. Printer Screen (on the Cm 5520)

**Basic screen**  
     Auto Color:       No change  
     Paper:            Bypass tray  
         >Change tray settings  
         >Plain  
         > OK  
         >OK  
     Zoom:             No change  
     Duplex:           No change  
**Finishing**  
     >None >None

You don't need to make any other changes using the printer screen on the Cm 5520.

\*Note: if you are having problems, check to make sure that your document is in the portrait mode instead of landscape. It will run without programing the printer, but you can do it if you want.

>go to Set up  
 >Preferences  
**Basic screen**  
     Original Size     8.5" X 14"  
     Paper Size       Same as Original  
     Zoom             Auto  
         >Paper tray  
         >Drawer 2  
     Output Method    Print  
     *Change tray settings*  
     (Button to the right of the bypass tray)  
     Change tray settings  
         > Bypass plain paper  
**Lay out:**           2 sided  
**Finish:**           None  
**Binding position:** Left  
**Cover Mode:**       No change  
**Stamp/Composition:** No change  
**Quality:**          Document/Full color

### 3. Printer Screen (on the cm 5520)

**Basic screen**  
     Auto Color:       no change  
     Paper:            #2 tray  
     >Then to the drawer with the little  
     hand and to change the tray settings  
         >Plain  
     Change tray settings if needed to 8.5" x 14"  
     Zoom:             No change  
     Duplex:           No change  
         (Defaults to 1 sided)  
     Finishing:        None

You don't need to make any other changes using the printer screen on the Cm 5520.

\*Note that the printer will quickly default back to 'auto' paper tray settings, so I recommend that you program the screen on the printer last in order to avoid it defaulting while

you are programming the computer screens and organizing your paper.

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Software used:  
Photoshop, InDesign, Acrobat to  
convert to PDF

## ◆ Print Set 27: 4 page Legal Contract stapled

This produces a legal size document. (See the print set samples)

### Readying your cover to print

I made the contract using Microsoft Word software and added my logo setting it up on legal size paper.

#### 1. Set up paper

- I used legal paper 8.5" x 14"
- Place paper onto 2nd tray.

#### 2. Computer Printer Settings

File>Print

- >Copies 1
- >Pages 1
- >Go to under the blue title>General
- >Set up
- >Paper size 8.5 x 14
- >Orientation>Portrait
- >Check constrain proportions
- >Page position>Center

>Go to Set up

>Preferences

#### Basic screen

Original Size 8.5" X 14"

screen on the printer last in order to avoid it defaulting while you are programming the computer screens and organizing your paper.

## 4. Turn it over and print

Set paper into the bypass tray with the side you just printed on facing you. Remember that the printer will print on the bottom side of the paper. Place it 'feet down' into the tray.

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Software used: Word

## ◆ Print Set 47: Word Document Stapled in Corner

This pattern is used for any letters that I send which are two pages.

### 1. Set up paper

This print set is for 8.5" x 11" paper. Set paper into drawer 3 or four or the bypass tray to print on it. It doesn't matter unless you want to specify a specific paper. I leave specific papers in certain drawers and cue those drawers when I need it.

### 2. Computer Printer Settings

- >Copies 1
- >Pages 1
- >Go to under the blue title>General
- >Set up
- >Paper size 8.5" x 11"
- >Orientation>Portrait
- >Check constrain proportions

>Paper size 8.5" x 11"  
 >Orientation>Portrait  
 >Check constrain proportions  
 >Page position>Center

>Go to Set up

>Preferences

#### Basic screen

Original Size 8.5" x 11"  
 Paper Size Same as Original  
 Mode portrait  
 Zoom Auto  
 Paper tray bypass  
 Bypass tray>Paper settings for each tray  
 >Paper type >Heavy 4

**Output Method** Print  
**Lay out:** 1 Sided  
**Binding Position:** None  
**Finish:** None  
**Cover Mode:** No change  
**Stamp/Composition:** No change  
**Quality:** Document/Full color

### 3. Printer Screen (on the Cm 5520)

#### Basic screen

Auto Color: No change  
 Paper: Bypass tray  
 >Change tray settings  
 >Thick 4  
 >OK  
 >OK

Zoom: No change  
 Duplex: No change

**Finishing** >None

You don't need to make any other changes using the printer screen on the Cm 5520.

\*Note that the printer will quickly default back to 'auto' paper tray settings, so I recommend that you program the

Paper Size Same as Original  
 Zoom Auto  
 Paper tray #2  
 Output Method Print

*Change tray settings* (button to the right of the bypass tray) Change tray settings

>Bypass

>Plain paper

**Lay out:** 2 sided  
**Finish:** Staple  
 >Left corner  
**Binding position:** Left  
**Cover Mode:** No change  
**Stamp/Composition:** No change  
**Quality:** Document/Full color

### 3. Printer Screen (on the cm 5520)

#### Basic screen

Auto Color: No change  
 Paper: #2 tray  
 >Then to the drawer with  
 the little hand and to change the tray settings  
 >Plain

Change tray settings if needed to 8.5" x 14"

Zoom: No change  
 Duplex: No change (defaults to 1 sided)

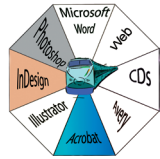
**Finishing:** Staple  
 Staple  
 >Corner

You don't need to make any other changes using the printer screen on the Cm 5520.

\*Note that the printer will quickly default back to 'auto' paper tray settings, so I recommend that you program the

screen on the printer last in order to avoid it defaulting while you are programming the computer screens and organizing your paper.

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Software used:  
Photoshop, InDesign, Acrobat to  
convert to PDF

◆ **Print Set 28: Legal stapled, watermark, 4 page.** This produces a legal size document.  
(See the print set samples)

#### Readying your cover to print

I made the contract using Microsoft Word software and added my logo setting it up on legal size paper. Then I used the set watermarks from the print program within the print set option of Cm 5520.

#### 1. Set up paper

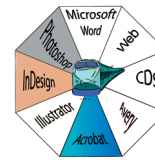
- I used legal paper 8.5" x 14"
- Place paper onto 2nd tray.

#### 2. Computer Printer Settings

File>Print

- >Copies 1
- >Pages 1
- >Go to under the blue title>General
- >Set up
- >Paper size 8.5 x 14
- >Orientation>Portrait
- >Check constrain proportions
- >Page position>Center

>go to Set up



Software used:  
Photoshop, InDesign, Acrobat to  
convert to PDF

◆ **Print Set 46: bookmarks**  
(See Ordinary People Book Mark)

#### Readying your print

Make your book marks using publishing software. I use InDesign in conjunction with Photoshop then convert the document/photos into PDF format. It doesn't matter which publishing software you use as long as you convert the document to a PDF if you have printing conflicts. The template (same number in 'Glorybound Pattern 46) is set up using InDesign because it is easy to move the margins and you can actually measure the paper and move them over if you need to.

I used thick weight paper for the book marks and flipped it over to print the other side.

**Check the screen Menu of InDesign to prevent printing conflicts:** Go the Set Up Menu of the InDesign Screen

- >Set Up
- > Move from 8.5" x 11" W to 8.5" x 11"
- > Needs to be portrait mode to be congruent

#### 1. Set up paper

Set paper into the bypass tray side down you want to print on.

#### 2. Computer Printer Settings

- >Copies 1
- >Pages 1
- >Go to under the blue title>General
- >Set up

Mode Portrait  
 Zoom Auto  
 Paper tray Bypass  
 Bypass tray> paper settings for each tray  
 >Paper type >plain

**Output Method** Print  
**Lay out:** 2 sided  
**Binding Position:** Left  
**Finish:** None  
**Cover Mode:** No change  
**Stamp/Composition:** No change  
**Quality:** Document/Full color

#### 4. Printer Screen (on the Cm 5520)

##### Basic screen

Auto Color: No change  
 Paper: Bypass  
 >Change tray settings 11" x 17"  
 >OK  
 >Plain  
 >OK

Zoom: No change  
 Duplex: No change (defaults to 2 sided)  
**Finishing** None

---

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- ◆ **Black Diamond Slope (hard)**
- ◆ **Intermediate Slope (medium)**
- ◆ **Rope Tow (easy)**

#### >Preferences

##### Basic screen

Original Size 8.5" x 14"  
 Paper Size Same as Original  
 Zoom Auto  
 Paper tray #2  
 Output Method Print

*Change tray settings* (button to the right of the  
 bypass tray) Change tray settings

> Bypass plain paper

**Lay out:** 2 sided  
**Finish:** Staple: left corner  
**Binding position:** Left  
**Cover Mode:** No change  
**Stamp/Composition:** Watermark

>Edit>Font name>Parade  
 Style>Regular  
 Text>Other: Dark Blue  
 (That's my company color)  
 Size>66  
 Angle>60'  
 ( I just turned the font until I liked it)

**Quality:** Document/Full color

#### 3. Printer Screen (on the cm 5520)

##### Basic screen

Auto Color: no change  
 Paper: #2 tray  
 >Then to the drawer with the little  
 hand and to change the tray settings  
 >Plain  
 Change tray settings if needed to  
 8.5" x 14"

Zoom: no change  
 Duplex: no change (defaults to 1 sided)

**Finishing:** Staple  
 Staple>Corner

You don't need to make any other changes using the printer screen on the Cm 5520.

\*Note that the printer will quickly default back to 'auto' paper tray settings, so I recommend that you program the screen on the printer last in order to avoid it defaulting while you are programming the computer screens and organizing your paper.

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Software used:  
Photoshop, InDesign, Acrobat to  
convert to PDF

## ◆ Print set 29: Print Sets book With Cover (See sample Print Sets I Book)

### Readying your Book to print

#### 1. Set up paper

This print set is for 8.5" x 11" paper with the cover is 80# Matte Coated and the pages are 24 wt. Set cover paper into bypass tray and the pages (20 wt.) into tray 1. The paper will only fold and staple when it pulls from the landscape orientation (from the printer's standpoint) and when it thinks that it is folding 'plain' paper. The CD was printed and reproduced using Epson.

#### 2. Computer Printer Settings

File>Print

>Copies 1  
>Pages 1  
>Go to under the blue title>General  
>Set up  
>Paper size 8.5" x 11"

## 4. Printer Screen (on the Cm 5520)

### Basic screen

Auto Color: No change  
Paper: Bypass  
>Change tray settings 11" x 17"  
>OK  
>Plain  
>OK

Zoom: No change

Duplex: No change (defaults to 2 sided)

Finishing None

If the printer beeps signaling that the paper needs to be set, but it actually is, pull is out and put it back into the tray and press, complete.

You don't need to make any other changes using the printer screen on the Cm 5520.

\*Note that the printer will quickly default back to 'auto' paper tray settings, so I recommend that you program the screen on the printer last in order to avoid it defaulting while you are programming the computer screens and organizing your paper.

### Print Book

#### 5. Computer Printer Settings (test copy)

>Copies 1  
>Pages All  
>Go to under the blue title>General  
>Set up  
>Paper size 11" x 17"  
>Orientation>Portrait  
>Check constrain proportions  
>Page position>Center

>Go to Set up

>Preferences

### Basic screen

Original Size 11" x 17"  
Paper Size Same as Original

## 1. Main menu of the InDesign Screen

Set Up

- > Move from 8.5" x 11" W to 11" x 17"
- > Needs to be portrait mode to be congruent
- Print the odd pages first, and then turn the book over to print the other side.

## 2. Set up paper

Shiny heavy weight, 20 or 24 wt paper into the bypass tray.

**Print Book (test copy)**

## 3. Computer Printer Settings

- >Copies 1
- >Pages 1-2
- >Go to under the blue title>General
- >Set up
- >Paper size 11" x 17"
- >Orientation>Portrait
- >Check constrain proportions
- >Page position>Center

>go to Set up

>Preferences

### Basic screen

- Original Size 11" x 17"
- Paper Size Same as Original
- Mode Portrait
- Zoom Auto
- Paper tray Bypass
- Bypass tray> paper settings for each tray
- >Paper type >plain

**Output Method** Print

**Lay out:** 2 sided

**Binding Position:** Left

**Finish:** None

**Cover Mode:** No change

**Stamp/Composition:** No change

**Quality:** Document/Full color

>Orientation>Portrait

>Check constrain proportions

>Page position>Center

>Go to Set up

>Preferences

### Basic screen

Original Size 8.5" x 11"

Paper Size Same as Original

Mode Landscape

Zoom Auto

Paper Tray 1

*Change tray settings*

(Button to the right of the drawer 1)

Paper tray

>Paper Settings for each tray

>Tray/Paper Type

>Select the tray in use #1

>Plain paper

and

>Select the tray in use Bypass

>Plain paper

Output Method Print

**Lay out:** Print type > 2 sided (Duplex)

Print position

>Top bind

**Binding Position:** Center Fold and Staple

**Finish:** None

**Cover Mode:** Front cover

>Print

>From bypass drawer

>Paper type>Plain

**Stamp/Composition:** None

**Quality:** Document/ Full Color

## 3. Printer Screen (on the Cm 5520)

**Paper:** Make sure the bypass drawer has 'plain paper specified for bypass drawer:

>Choose drawer

- >Change drawer settings
- >Plain
- >Standard size
- >OK

Make sure drawer 1 'plain paper specified for bypass drawer:

- >Choose drawer
- >Change drawer settings
- >Plain
- >Standard size
- >OK

**Finishing:** Fold/Bind  
 >OK  
 >Center staple and fold  
 >OK  
 > OK

You don't need to make changes using the printer screen on the Cm 5520.

\*Note: if you are having problems, check to make sure that your document is in the portrait mode instead of landscape. It will run without programing the printer, but you can do it if you want.

\* If you still have problems and are printing from InDesign: Go the Set Up Menu of the InDesign Screen  
 >Set Up  
 > move from 8.5" x 11" W to 8.5" x 11"  
 > Needs to be portrait mode to be congruent

Also, if you continue to have problems printing from whatever program you are printing from, try changing the binding orientation. Many times when a file is converted to pdf, you need to change the binding from top to left (or visa-versa.)

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**Stamp/Composition:** No change  
**Quality:** Document/Full color

### 3. Printer Screen (on the Cm 5520)

#### Basic screen

Auto Color: No change  
 Paper: Tray 3  
 Zoom: No change  
 Duplex: No change (defaults 2 sided)

You don't need to make any other changes using the printer screen on the Cm 5520.

\*Note that the printer will quickly default back to 'auto' paper tray settings, so I recommend that you program the screen on the printer last in order to avoid it defaulting while you are programming the computer screens and organizing your paper.

---

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Software used:  
 Photoshop, InDesign, Acrobat to  
 convert to PDF

◆ **Print Set 45: Big Book 11" X 17" Portrait Mode** Big book on 24 wt paper 11" x 17" with wire binding using the printer to duplex the book. (See Mama Bugsy F)

#### Readying your print

The book was made from InDesign, Photoshop and Illustrator with clip art and paintings. Uses 24 wt paper.

*Check the screen Menu of InDesign to prevent printing conflicts:*

your paper.

#### 4. Set up paper for the other side.

Place the paper in the same bypass tray you just used to print the first side and, with the head toward the top print using the same parameters with the computer screen and the print screen on the Cm 5520. Feet down, face up to print on the down side.

#### Go on to print the book:

##### 1. Set up paper

- 20 (standard copying paper) or 24 wt paper (heavier if you are afraid pictures might show through the other side.
- Ready the printer by putting the paper into drawer 3. (I keep 24 wt in drawer 3)

##### 2. Computer Printer Settings

>Copies 1  
>Pages 1  
>Go to under the blue title>General  
>Set up  
>Paper size 8.5" x 11"  
>Orientation>Landscape  
>Check constrain proportions  
>Page position>Center

>Go to Set up

>Preferences

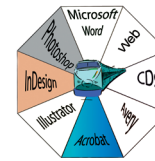
##### Basic screen

Original Size	8.5" x 11"
Paper Size	Same as Original
Orientation	Landscape
Zoom	Auto
Paper tray	drawer 3
Output Method	Print

**Lay out:** 2 sided

**Finish:** No change

**Cover Mode:** No change



Software used:  
Photoshop, InDesign, Acrobat to  
convert to PDF

♦ **Print Set 30: 8.5" x 10" Picture** This is used for printing 'reprints' which are copyrighted by the artist.

##### Readying your cover to print

Make your cover using publishing software. My artists take digital photos of their art, then I bring it into Photoshop and touch it up to get the colors as true as possible. The Photos are brought into InDesign for the writing and printing because there is a lot more control with InDesign than Photoshop when it comes to lettering.

##### 1. Set up paper

- I use Kromekote Smart plus cover C15 white cast coat finish 11" x 17" grain long (P11172C) obtained from *Xpedx*.
- Remember to put the card stock paper with shiny side down into the bypass tray.
- Lay the paper with the narrow part into the bypass tray.

##### 2. Computer Printer Settings

File>Print

>Copies 1  
>Pages 1  
>Go to under the blue title>General  
>Set up  
>Paper size 11" x 17"  
>Orientation>Portrait  
>Check constrain proportions  
>Page position>Center

## Basic screen

## Basic screen

Original Size      11" x 17"  
Paper Size        Same as Original  
Zoom                Auto  
Paper tray        Bypass drawer  
Output Method    Print  
    Change tray settings  
    (button to the right of the Bypass tray)  
        Change tray settings > Bypass  
                         >Thick 4

**Lay out:** 1 sided  
(Defaults to one-sided with thick paper)

**Finish:** No change

**Cover Mode:** No change

**Stamp/Composition:** No change

**Quality:** Document/Full color

### 3. Printer Screen (on the Cm 5520)

## Basic screen

Auto Color: No change  
Paper:  
>Bypass tray  
>Then to the drawer with the little hand  
and change the tray settings  
    >Thick 4  
    >Change tray settings  
    >Change paper size to 11" x 17"

Zoom: No change  
Duplex: No change (defaults to 1 sided)

You don't need to make any other changes using the printer screen on the Cm 5520.

\*Note that the printer will quickly default back to 'auto' paper tray settings, so I recommend that you program the screen on the printer last in order to avoid it defaulting while you are programming the computer screens and organizing your paper.

>Page position>Center

>Go to Set up

## >Preferences

## Basic screen

Original Size	11"x 17"
Paper Size	Same as Original
Orientation	Landscape
Zoom	Auto
Paper tray	Bypass drawer
Output Method	Print

*Change tray settings*  
(button to the right of bypass tray)  
Change tray settings > Bypass  
> Thick 4

**Lay out:** 1 Sided (defaults to 1-Sided with thick paper)

**Finish:** No change

**Cover Mode:** No change

**Stamp/Composition:** No change

**Quality:** Document/Full color

### 3. Printer Screen (on the Cm 5520)

## Basic screen

Auto Color: No change  
Paper: Bypass tray  
    >Then to the drawer with the little hand and to change the tray settings  
    >Thick 4  
    >Change tray settings  
    >Change paper size to 11" x 17"  
No change  
: No change (defaults to 1 sided)

You don't need to make any other changes using the printer screen on the Cm 5520.

\*Note that the printer will quickly default back to ‘auto’ paper tray settings, so I recommend that you program the screen on the printer last in order to avoid it defaulting while you are programming the computer screens and organizing



Software used:  
Photoshop, InDesign, Acrobat to  
convert to PDF

## ◆ Print Set 44: Soft Cover Book

Heavy Stock to be used as a cover. This is when you want a shiny look without laminating the page. This paper will fit all the way around most books. I printed the cover on tabloid paper then the pages on 8.5" x 11". For the book, I printed the cover and the back, turning over the paper running it through the bypass tray. Then I printed the pages using drawer #4 standard 8.5" x 11" two sided with off set collation. (Katisha)

### Readying your print

Make your cover using publishing software. I use InDesign in conjunction with Photoshop. Go to 'set up' within the InDesign print screen to access the print screen for Cm5520.

### 1. Set up paper for cover

- I use Kromekote Smart plus cover C15 white cast coat finish 11" x 17" grain long (P11172C) obtained from Xpedx.
- Single sided shiny card stock paper with shiny side down into the bypass tray.

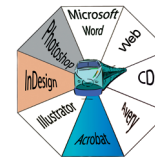
### 2. Computer Printer Settings

- >Copies 1
- >Pages 1
- >Go to under the blue title>General
- >Set up
- >Paper size 11" x 17"
- >Orientation>Landscape
- >Check constrain proportions

## 4. Set up paper for the other side.

Place the paper in the same bypass tray you just used to print the first side and, with the head toward the top print using the same parameters with the computer screen and the print screen on the Cm 5520. Feet down.

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Software used:  
Photoshop, InDesign, Acrobat to  
convert to PDF

## ◆ Print Set 31: 2-Sided brochure Tri-Folded. (See Habakkuk Brochure)

### Readying your brochure to print

Make your brochure using publishing software. I use InDesign in conjunction with Photoshop then convert the document/photos into PDF format. It doesn't matter which publishing software you use as long as you convert the document to a PDF if you have printing conflicts. The 2 sided brochure template (same number in 'Glorybound Pattern Book-2') is set up using InDesign because it is easy to move the margins and you can actually measure the paper and move them over if you need to.

One thing to note is that the Cm 5520 is not using a true 'Brochure fold', but, rather a 'letter fold'. A true brochure fold will bring the paper all the way across to the other side and all three columns will be even across the paper. If you lay the paper out and make three columns, it will not line up to fold using the 'Brochure fold' within this machine. {I know because I have a 'brochure folding machine' that I paid \$1000 for that makes a true brochure fold.} Of course,

there isn't any real difference as long as your print doesn't end up across the fold.

### 1. Set up paper

- 24 wt paper or 32 wt shiny or flat will work. (Use heavier paper if you are afraid pictures might show through the other side.
- Ready the printer by putting the paper into the bypass drawer.

### 2. Computer Printer Settings

File>Print

>Copies 1  
 >Pages 1  
 >Go to under the blue title>General  
 >Set up  
 >Paper size 8.5" x 11"  
 >Orientation>Portrait  
 >Check constrain proportions  
 >Page position>Center

>Go to Set up

>Preferences

#### Basic screen

Original Size	8.5" x 11"
Paper Size	Same as Original
Mode	Portrait
Zoom	Auto
Paper tray	Bypass
Output Method	Print

<b>Lay out:</b>	2 Sided
<b>Binding Position:</b>	Left
<b>Finish:</b>	Tri-Fold
<b>Cover Mode:</b>	No change
<b>Stamp/Composition:</b>	No change
<b>Quality:</b>	Document/ full color

>Go to under the blue title>General  
 >Set up  
 >Paper size 8.5 x 11  
 >Orientation>Portrait  
 >Check constrain proportions  
 >Page position>Center

>Go to Set up

>Preferences

#### Basic screen

Original Size	8.5" X 11"
Paper Size	Same as Original
Mode	Portrait
Zoom	Auto
Paper tray	Bypass
Bypass tray>Paper settings for each tray	
>Paper type	>Heavy 4

#### Output Method

Print

#### Lay out:

1 Sided

#### Binding Position:

None

#### Finish:

None

#### Cover Mode:

No change

#### Stamp/Composition:

No change

#### Quality:

Document/Full color

### 3. Printer Screen (on the Cm 5520)

#### Basic screen

Auto Color:	No change
Paper:	Bypass tray
	>Change tray settings
	>Thick 4
	> OK
	>OK

Zoom:	No change
-------	-----------

Duplex:	No change
---------	-----------

#### Finishing

>None



Software used:  
Photoshop, InDesign, Acrobat to  
convert to PDF

### ◆ **Print set 43: Vinyl Cover for book** (See Abreas Ansus)

#### **Readying your print**

Make your cover using publishing software. I use InDesign in conjunction with Photoshop then convert the document/photos into PDF format. It doesn't matter which publishing software you use as long as you convert the document to a PDF if you have printing conflicts. The template (same number in 'Glorybound Pattern 43) is set up using InDesign because it is easy to move the margins and you can actually measure the paper and move them over if you need to.

I use Pressline Leather-finish latex Book Covers with square corners. 8 1/2 x 11 .017 pt which I obtain from Kelly Papers locally in Las Vegas. I use maroon and white for a couple of book covers and they print up nicely.

**Check the screen Menu of InDesign to prevent printing conflicts:** Go the Set Up Menu of the InDesign Screen

- >Set Up
- > Move from 8.5" x 11" W to 8.5" x 11"
- > Needs to be portrait mode to be congruent

#### **1. Set up vinyl paper**

Set paper into the bypass tray shiny side down to print.

#### **2. Computer Printer Settings**

- >Copies 1
- >Pages 1

### 3. Printer Screen (on the Cm 5520)

#### **Basic screen**

Auto Color: No change  
Paper: Bypass  
Zoom: No change  
Duplex: No change  
(defaults to 2 sided)

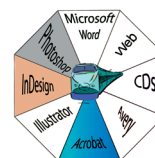
#### **Finishing**

Fold/bind: Tri-Fold

If your brochure folds inside-out, convert to PDF and (✓) the box to reverse pages.

\*Note that the printer will quickly default back to 'auto' paper tray settings, so I recommend that you program the screen on the printer last in order to avoid it defaulting while you are programming the computer screens and organizing your paper.

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Software used:  
Photoshop, InDesign, Acrobat to  
convert to PDF

### ◆ **Print Set 32: 2 Page Half-Fold Booklet** (See Print Sets Brochure)

#### **Readying your brochure to print**

Make your cover using publishing software. I use InDesign in conjunction with Photoshop then convert the document/photos into PDF format. It doesn't matter which publishing software you use as long as you convert the document to a PDF if you have printing conflicts. The 2 page booklet template (same number in 'Glorybound Pattern Book-32) is set up using InDesign because it is easy to move the margins and you can actually measure the paper

and move them over if you need to.

Check the screen Menu of InDesign to prevent printing conflicts: Go the Set Up Menu of the InDesign Screen

> Set Up

> Move from 8.5" x 11" W to 8.5" x 11"

> Needs to be Landscape mode to be congruent

### 1. Set up paper

- 24 wt paper or 32 wt shiny or flat will work. (Use heavier paper if you are afraid pictures might show through the other side.
- Ready the printer by putting the paper into the bypass drawer.

The paper won't fold from drawer 3 or 4 because it is oriented the wrong direction.

### 2. Computer Printer Settings

File>Print

>Copies 1

>Pages 1

>Go to under the blue title>General

>Set up

>Paper size 8.5" x 11"

>Orientation>Landscape

>Check constrain proportions

>Page position>Center

>Go to Set up

>Preferences

#### Basic screen

Original Size 8.5" x 11"

Paper Size Same as Original

Mode Landscape

Zoom Auto

Paper tray Bypass

Bypass tray

>Paper settings for each tray

>Paper type >Plain paper

Output Method Print

**Lay out:** 2 sided

File>Print

>Selection (✓ All)

># Copies >(✓ sheets)

>Properties

#### Basic screen

Original Size 8.5" X 11"

Paper Size Same as Original

Mode Portrait

Zoom Auto

Paper tray bypass

Bypass tray>Paper settings for each tray

>Paper type >Thick 2

**put Method** Print

**Lay out:** 1 sided

**Binding Position:** Auto

**Finish:** None

**Cover Mode:** No change

**Stamp/Composition:** No change

**Quality:** Document/Full color

### 3. Printer Screen (on the Cm 5520)

#### Basic screen

Auto Color: No change

Paper: Bypass 8.5" X 11"

>Change tray settings

>Thick 2

>OK

>OK

Zoom: No change

Duplex: No change

**Finishing** Fold/bind>None

### Basic screen

Auto Color: No change  
Paper: Bypass  
>Change tray settings 11" x 17"  
>OK  
>Thick 4  
>OK  
Zoom: No change  
Duplex: No change (defaults to 2 sided)

### Finishing

None

---

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Software used:  
Photoshop, InDesign, Acrobat to  
convert to PDF

## ◆ Print Set 42: DesignPro5 Stickers (See stickers for recorder BaBa Verde La)

### Readying your print

I made the art in Photoshop then input it into the DesignPro 5 program setting up template # 5160 using sticker size 1" x 2 5/8" {which I purchased at OfficeMax using their home brand.}

If you want to see the sticker before printing a whole page you can opt to print one sticker. It prints one putting it onto the far left hand corner. Then, you can run the same page through using the page option if you want.

#### 1. Set up paper

Sticker paper into the bypass tray with sticker side down to print on it.

#### 2. DesignPro5 Computer Printer Settings

**Binding Position:** Left bind  
**Finish:** Fold  
**Cover Mode:** No change  
**Stamp/Composition:** No change  
**Quality:** Document/Full color

### 3. Printer Screen (on the Cm 5520)

#### Basic screen

Auto Color: No change  
Paper: Bypass  
> Check to make sure it is plain paper  
Zoom: No change  
Duplex: No change  
(Defaults to 2 sided)

#### Finishing

Fold/bind >Center Fold

You don't need to make any other changes using the printer screen on the Cm 5520.

\*Note that the printer will quickly default back to 'auto' paper tray settings, so I recommend that you program the screen on the printer last in order to avoid it defaulting while you are programming the computer screens and organizing your paper.

---

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## ◆ Black Diamond Slope (hard)

## ◆ Intermediate Slope (medium)

## ◆ Rope Tow (easy)



Software used:  
Photoshop, InDesign, Acrobat to  
convert to PDF

## ◆ Print Set 33: 4 Page Half-Fold Brochure

4 page, folded, stapled booklet (See Print Sets Brochure)

### Readying your brochure to print

Make your brochure using publishing software. I use InDesign in conjunction with Photoshop then convert the document/photos into PDF format. It doesn't matter which publishing software you use as long as you convert the document to a PDF if you have printing conflicts. The brochure template (same number in 'Glorybound Pattern 33) is set up using InDesign because it is easy to move the margins and you can actually measure the paper and move them over if you need to.

Check the screen Menu of InDesign to prevent printing conflicts: Go the Set Up Menu of the InDesign Screen

- >Set Up
- > Move from 8.5" x 11" W to 8.5" x 11"
- > Needs to be Landscape mode to be congruent

### 1. Set up paper

- 24 wt paper or 32 wt shiny or flat will work. (Use heavier paper if you are afraid pictures might show through the other side.
- Ready the printer by putting the paper into the bypass drawer.

The paper won't fold from drawer 3 or 4 because it is oriented the wrong direction.

### 2. Computer Printer Settings

**Check the screen Menu of InDesign to prevent printing conflicts:** Go the Set Up Menu of the PDF Screen

- >Set Up
- >Move from 8.5" x 11" W to 11" x 17"
- > Needs to be landscape mode to be congruent

### 1. Set up paper

Shiny heavy weight paper into the bypass tray shiny side down to print on it.

### 2. Computer Printer Settings

- >Copies 1
- >Pages 1
- >Go to under the blue title>General
- >Set up
- >Paper size 11" x 17"
- >Orientation>Landscape
- >Check constrain proportions
- >Page position>Center

>Go to Set up

>Preferences

#### Basic screen

- Original Size 11" x 17"
- Paper Size Same as Original
- Mode Landscape
- Zoom Auto
- Paper tray Bypass
- Bypass tray>Paper settings for each tray
- >Paper type >Thick 4

#### Output Method

Print

#### Lay out:

1 Sided

#### Binding Position:

Auto

#### Finish:

None

#### Cover Mode:

No change

#### Stamp/Composition:

No change

#### Quality:

Document/Full color

### 3. Printer Screen (on the Cm5520)

Paper: Bypass  
 >Change tray settings 11" x 17"  
 >OK  
 >Thick 4  
 >OK  
 Zoom: No change  
 Duplex: No change  
 (Defaults to 2 sided)  
**Finishing** None

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Software used:  
 Photoshop, InDesign, Acrobat to  
 convert to PDF

## ◆ Print set 41: 11" x 17" Poster

(See Sharing Ole Lumpy Poster)

### Readying your poster to print

The poster which I made ending up with Sharing Ole Lumpy was originally taken from a sketch of Karna Peck's. We took a digital camera photo then scanned it into the computer software. Then, we brought it into Photoshop for touch-ups. The Picture was taken into InDesign for the final product. I found that there were conflicts with my printer attempting to print from the InDesign program, so I converted it into a PDF and printed from that menu. Of course, the thick paper is too thick to duplex, so you must turn it over manually to put the information on the back of the page. When you turn it over place it feet -first onto the bypass tray so the writing is right side up.

File>Print  
 >Copies 1  
 >Pages 1  
 >Go to under the blue title>General  
 >Set up  
 >Paper size 8.5" x 11"  
 >Orientation>Landscape  
 >Check constrain proportions  
 >Page position>Center  
 >Go to Set up  
 >Preferences

### Basic screen

Original Size 8.5" x 11"  
 Paper Size Same as Original  
 Mode Landscape  
 Zoom Auto  
 Paper tray Bypass  
 Bypass tray>Paper settings for each tray  
 >Paper type >Plain paper  
 Output Method>Print

**Lay out:** 2 sided  
**Binding Position:** Left bind (Top bind in InDesign)  
**Finish:** Half-fold/Staple  
**Cover Mode:** No change  
**Stamp/Composition:** No change  
**Quality:** Document/Full color

## 3. Printer Screen (on the Cm 5520)

### Basic screen

Auto Color: No change  
 Paper: Bypass  
 > Check to make sure it is plain paper  
 Zoom: No change  
 Duplex: No change  
 (Defaults to 2 sided)

### Finishing

Fold/Bind>Center staple and fold

You don't need to make any other changes using the printer screen on the Cm 5520.

\*Note that the printer will quickly default back to 'auto' paper tray settings, so I recommend that you program the screen on the printer last in order to avoid it defaulting while you are programming the computer screens and organizing your paper.

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Software used:  
Photoshop, InDesign, Acrobat to  
convert to PDF

## ♦ Print Set 34: Display bag top for Gus- setted bag 11 Cm size (Mama Bugsy Bag top)

### Readying your cover to print

Make your cover using publishing software. I use InDesign in conjunction with Photoshop then convert the document/photos into PDF format. It doesn't matter which publishing software you use as long as you convert the document to a PDF if you have printing conflicts. The bag top template (same number in 'Glorybound Pattern 34') is set up using InDesign because it is easy to move the margins and you can actually measure the paper and move them over if you need to.

### *Check the screen Menu of InDesign to prevent printing conflicts:*

Go the Set Up Menu of the InDesign Screen

- >Set Up
- > Move to 8.5" x 11"
- > Needs to be Portrait mode to be congruent

- >Set Up
- > Move from 8.5" x 11" W to 11" x 17"
- > Needs to be portrait mode to be congruent

### 1. Set up paper

Shiny heavy weight paper into the bypass tray shiny side down to print on it.

### 2. Computer Printer Settings

- >Copies 1
- >Pages 1
- >Go to under the blue title>General
- >Set up
- >Paper size 11" x 17"
- >Orientation>Portrait
- >Check constrain proportions
- >Page position>Center

>Go to Set up

>Preferences

#### Basic screen

- Original Size 11" x 17"
- Paper Size Same as Original
- Mode Portrait
- Zoom Auto
- Paper tray Bypass
- Bypass tray>Paper settings for each tray
- >Paper type >Thick 4

#### Output Method

Print

#### Lay out:

1 sided

#### Binding Position:

Auto

#### Finish:

None

#### Cover Mode:

No change

#### Stamp/Composition:

No change

#### Quality:

Document/ full color

### 3. Printer Screen (on the Cm 5520)

#### Basic screen

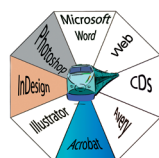
- Auto Color: No change

Zoom: >Plain  
 Duplex: No change (defaults to 2 sided)

## Finishing

Fold/bind>None

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Software used:  
 Photoshop, InDesign, Acrobat to  
 convert to PDF

## ◆ Print Set 40: 11 x 17 Poster (See Ba Ba Verde La Poster)

### Readying your poster to print

The poster which I made ending up with BaBa Verde La was originally taken from a water color painting of Karna Peck's. We took a digital camera photo then scanned it into the computer software. Then, we brought it into Photoshop for touch-ups.

The Picture was taken into InDesign for the final product. I found that there were conflicts with my printer attempting to print from the InDesign program, so I converted it into a PDF and printed from that menu. Of course, the thick paper is too thick to duplex, so you must turn it over manually to put the information on the back of the page.

When you turn it over place it feet -first onto the bypass tray so the writing is right side up.

**Check the screen Menu of InDesign to prevent printing conflicts:**

Go the Set Up Menu of the pdf Screen

## 1. Set up paper

Thick stock shiny into the bypass tray shiny side down to print on it.

## 2. Computer Printer Settings

File>Print

>Copies 1  
 >Pages 1  
 >Go to under the blue title>General  
 >Set up  
 >Paper size 8.5" x 11"  
 >Orientation>Portrait  
 >Check constrain proportions  
 >Page position>Center

>Go to Set up

>Preferences

### Basic screen

Original Size 8.5" x 11"  
 Paper Size Same as Original  
 Mode Portrait  
 Zoom Auto  
 Paper tray bypass  
 Bypass tray>Paper settings for each tray  
 >Paper type >Thick 4  
 Output Method>Print

**Lay out:** 1 sided

**Binding Position:** Auto bind

**Finish:** Fold

**Cover Mode:** No change

**Stamp/Composition:** No change

**Quality:** Document/Full color

## 3. Printer Screen (on the Cm 5520)

### Basic screen

Auto Color: No change  
 Paper: Bypass  
 >Thick 4  
 Zoom: No change  
 Duplex: No change

(Defaults to 2 sided)

## Finishing

Fold/bind      None

You don't need to make any other changes using the printer screen on the Cm 5520.

\*Note that the printer will quickly default back to 'auto' paper tray settings, so I recommend that you program the screen on the printer last in order to avoid it defaulting while you are programming the computer screens and organizing your paper.

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Software used:  
Photoshop, InDesign, Acrobat to  
convert to PDF

## ◆ Print Set 35: Counter Display

**11" x 14"** Heavy Stock 11" x 17" to be used as a counter display with brochures. (See the counter display)

### Readying your Display to print

Make your Display using publishing software. I use InDesign in conjunction with Photoshop then convert the document/photos into PDF format. They download to the printer much faster when the files are compressed using the pdf format. Counter display pattern is the same number in the Pattern Book II. The brochure is Print Set 31.

### 1. Set up paper

- I use brochure wt cover obtained from Xpedx.
- Single sided paper with into the bypass tray.

### 1. Set up paper

32 wt paper into the bypass tray shiny side down to print on it.

### 2. Computer Printer Settings

>Copies 1  
    >Pages 1  
    >Go to under the blue title>General  
    >Set up  
    >Paper size 8.5" x 11"  
    >Orientation>Landscape  
    >Check constrain proportions  
    >Page position>Center  
>Go to Set up  
>Preferences

#### Basic screen

Original Size      8.5" x 11"  
Paper Size      Same as Original  
Mode      Landscape  
Zoom      Auto  
Paper tray      Bypass  
Bypass tray>Paper settings for each tray  
    >Paper type >Plain

#### Output Method

Print

#### Lay out:

1 sided

#### Binding Position:

Auto

#### Finish:

None

#### Cover Mode:

No change

#### Stamp/Composition:

No change

#### Quality:

Document/Full color

### 3. Printer Screen (on the Cm 5520)

#### Basic screen

Auto Color:      No change  
Paper:      Bypass

**Finish:** None  
**Cover Mode:** No change  
**Stamp/Composition:** No change  
**Quality:** Document/Full color

#### 4. Printer Screen (on the Cm 5520)

##### Basic screen

Auto Color: No change  
 Paper: Bypass  
           >Thick 4  
 Zoom: No change  
 Duplex: No change

##### Finishing

Fold/bind>none

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Software used:  
 Photoshop, InDesign

### ♦ Print Set 39: Certificate (See writer's certificates)

#### Readying your print

This certificate is done in Photoshop program and transferred into InDesign. Then printed on fancy paper.

#### *Check the screen Menu of InDesign to prevent printing conflicts:*

Go the Set Up Menu of the InDesign Screen

- >Set Up
- > Move from 8.5" x 11" W to 8.5" x 11"
- > Needs to be portrait mode to be congruent

## 2. Computer Printer Settings

File>Print

- >Copies 1
- >Pages 1
- >Go to under the blue title>General
- >Set up
- >Paper size 11" x 17"
- >Orientation>Landscape
- >Check constrain proportions
- >Page position>Center

>go to Set up

>Preferences

##### Basic screen

- Orientation Landscape
- Original Size 11" x 17"
- Paper Size Same as Original
- Zoom Auto
- Output method Print
- Paper tray Bypass drawer
- >Change tray settings
- (Button to the right of the bypass tray)
- >Paper settings for each tray
- >Thick 1

##### Lay out:

1 Sided

##### Finish:

No change

##### Cover Mode:

No change

##### Stamp/Composition:

No change

##### Quality:

Document/Full color

#### 3. Printer Screen (on the Cm 5520)

##### Basic screen

- Auto Color: No change
- Paper: Bypass tray size
- 11" x 17"

- >Then to the drawer with the little hand and to change the tray settings
- >Change tray settings
- >Thick 1

Wide paper> 11" x 17" W  
 >OK  
 >OK  
 Zoom: No change  
 Duplex: No change  
 (Defaults to 1 sided)  
 Finishing: No change  
 Separate Scan: No change  
 Auto rotate: Off

You don't need to make any other changes using the printer screen on the Cm 5520.

\*Note that the printer will quickly default back to 'auto' paper tray settings, so I recommend that you program the screen on the printer last in order to avoid it defaulting while you are programming the computer screens and organizing your paper.

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Software used:  
 Photoshop, InDesign, Acrobat to  
 convert to PDF

### ◆ Print Set 36: CD Insert Front Page (See folded booklet Sharing Ole Lumpy CD)

#### Readying your cover to print

Make your cover using publishing software. I use InDesign in conjunction with Photoshop then convert the document/photos into PDF format. It doesn't matter which publishing software you use as long as you convert the document to a PDF if you have printing conflicts. The CD Insert template (same number in 'Glorybound Pattern 36) is set up using InDesign because it is easy to move the margins and you can actually measure the paper and move them over if you need

### Check the screen Menu of InDesign to prevent printing conflicts:

Go the Set Up Menu of the InDesign Screen >

Set Up>move from 8.5" x 11" W  
 to 8.5" x 11"

> Needs to be Landscape mode to be congruent

#### 1. Set up paper

You can use 110 stock, Shiny Thick stock or perforated business cards, but remember to put the shiny into the bypass tray shiny side down to print on it.

#### 2. DesignPro5 Computer Printer Settings

File>Print

>Selection (✓ All)

># Copies >(✓ sheets)

>Properties

#### 3. Computer Printer Settings

>Copies 1

>Pages 1

>Go to under the blue title>General

>Set up

>Paper size 8.5" x 11"

>Orientation>Portrait

>Check constrain proportions

>Page position>Center

>Go to Set up

>Preferences

#### Basic screen

Original Size 8.5" x 11"

Paper Size Same as Original

Mode portrait

Zoom Auto

Paper tray bypass

Bypass tray>Paper settings for each tray

>Paper type >Thick 4

#### Output Method

Print

#### Lay out:

1 Sided

#### Binding Position:

Auto bind

<b>Binding Position:</b>	None
<b>Finish:</b>	None
<b>Cover Mode:</b>	No change
<b>Stamp/Composition:</b>	No change
<b>Quality:</b>	Document/Full color

### 3. Printer Screen (on the Cm 5520)

#### Basic screen

Auto Color:	No change
Paper:	Bypass
	>Thick 4
Zoom:	No change
Duplex:	No change

#### Finishing

None

You don't need to make any other changes using the printer screen on the Cm 5520.

\*Note that the printer will quickly default back to 'auto' paper tray settings, so I recommend that you program the screen on the printer last in order to avoid it defaulting while you are programming the computer screens and organizing your paper.

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Software used:  
Photoshop, InDesign, Acrobat to  
convert to PDF

## ◆ Print Set 38: Business Cards 2 (Use perforated cards)

### Readying your cover to print

Make your cover using Avery DesignPro5 software.

34

to. See the book *Just CDs* for more.

**Check the screen Menu of InDesign to prevent printing conflicts:** Go the Set Up Menu of the InDesign Screen

- >Set Up
- >Move from 8.5" x 11" W to 8.5" x 11"
- >Needs to be Landscape mode to be congruent

### 1. Set up paper

32wt paper into the bypass tray shiny side down to print on it.

### 2. Computer Printer Settings

File>Print

- >Copies 1
- >Pages 1
- >Go to under the blue title>General
- >Set up
- >Paper size 8.5" x 11"
- >Orientation>Landscape
- >Check constrain proportions
- >Page position>Center

>Go to Set up

>Preferences

#### Basic screen

- Original Size 8.5" x 11"
- Paper Size Same as Original
- Mode Landscape
- Zoom Auto
- Paper tray Bypass
- Bypass tray> paper settings for each tray
- >Paper type
- >Plain

### Output Method

#### Lay out:

2 sided

#### Binding Position:

Top bind

#### Finish:

Fold

>Fold in half

31

**Cover Mode:** No change  
**Stamp/Composition:** No change  
**Quality:** Document/Full color

### 3. Printer Screen (on the Cm5520)

#### Basic screen

Auto Color: No change  
 Paper: Bypass  
           >Plain  
 Zoom: No change  
 Duplex: No change  
           (Default to 2 sided)

#### Finishing

Fold/bind>Fold in half

You don't need to make any other changes using the printer screen on the Cm 5520.

\*Note that the printer will quickly default back to 'auto' paper tray settings, so I recommend that you program the screen on the printer last in order to avoid it defaulting while you are programming the computer screens and organizing your paper.

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Software used:  
 Photoshop, InDesign, Acrobat to  
 convert to PDF

## ◆ Print Set 37: Book Registration Markers I (See Book Registration Markers Tomaseña)

#### Readying your Markers to print

Make your Markers using publishing software. I use InDesign in conjunction with Photoshop then convert the docu-

ment/photos into PDF format. It doesn't matter which publishing software you use as long as you convert the document to a PDF if you have printing conflicts. The template (same number in 'Glorybound Pattern 37) is set up using InDesign because it is easy to move the margins and you can actually measure the paper and move them over if you need to. I use this pattern to sign and number the books.

#### *Check the screen Menu of InDesign to prevent printing conflicts:*

Go the Set Up Menu of the InDesign Screen

>Set Up  
 > move from 8.5" x 11" W to 8.5" x 11"  
 > Needs to be landscape mode to be congruent

#### 1. Set up paper

110 wt paper into the bypass tray.

#### 2. Computer Printer Settings

File>Print

>Copies 1  
 >Pages 1  
 >Go to under the blue title>General  
 >Set up  
 >Paper size 8.5" x 11"  
 >Orientation>Landscape  
 >Check constrain proportions  
 >Page position>Center

>go to Set up

>Preferences

#### Basic screen

Original Size 8.5" x 11"  
 Paper Size Same as Original  
 Mode Landscape  
 Zoom Auto  
 Paper tray Bypass  
 Bypass tray> paper settings for each tray  
           >Paper type >Thick 4

#### Output Method

Print

#### Lay out:

1 sided