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.
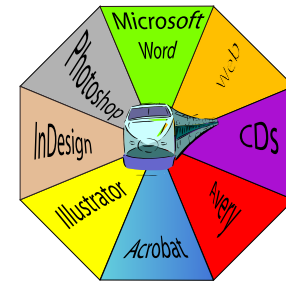
Pattern Sets 1 goes with this book.

$99.95
LT 8104

Glorybound Publishing for Business

Print Sets 1
Office Printer and Desk Top

GloryboundLasertrain

Print Sets 1-28

Cover Coats
CD Back, Cover
2-Sided Print
Store a Print Set
Kid's Pages
Wrapping Paper
Linen Paper
Stickers 1
Translucent Card
Overlay Book Cover
Perfect Bound Book
Tabloid Cover
Translucent Book Liner
Calendar Legal Size
Calendar Purse Size
Print To Edge Cover
Fold Calendar
Legal Fold Book
Business Cards I
Poster 8.5x11
2 Layer Invoice
Folded Vellum
Vellum w/ Watermark
Legal Contract
4 Pg Legal Contract
Legal, Watermark 4 page

By Sheri Hauser
Publisher & Graphic Artist

HELPING BUSINESS HELP THEMSELVES

7.5 x 4

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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

- Just Books $250.00
- Just Books 2 $250.00
- Just Stickers, Cards &Barcodes $250.00
- Just Stickers, Cards &Barcodes 2 $250.00
- Just CDs $250.00
- Just Sales & Advertising $250.00
- Just Sales & Advertising 2 $250.00
- Business $250.00

To Help Your Presentation

Impressive Presentation	$99
Logo Your Bag	$99
Toddler Play	$99
Menu a Go Go	$99
Designer Receipts	$99
Front Desk Presentation	$99
Birthday Fun	$99
Impossible Papers (till now)	$99

Digital Book Publishing

Catch the Laser train by Sheri Hauser

Helping authors help themselves.

$19.95

for any of the outcomes referred to in this book and does not receive any profit from the publishing of this manual.

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.
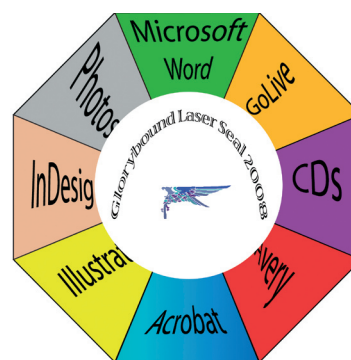
Number

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.

Change tray settings
(Button to the right of the bypass tray)
Change tray settings
> Bypass special paper

Lay out:	1 sided
Finish:	Folded
	>Tri-Fold
Cover Mode:	No change
Stamp/Composition:	No change
Quality:	Document/Full color

3. Printer Screen (on the Cm 5520)
Basic screen

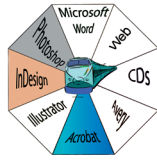|	
Auto Color:	No change
Paper:	Bypass tray
	>Then to the drawer with the little hand and to change the tray settings
	>Special
Zoom:	No change
Duplex:	No change (defaults to 1 sided)
Finishing	Fold/bind
	>Tri-Fold

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.

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

♦ Print set 25: Vellum with Watermark, Folded.

This produces a letter, folded, with watermark. (See the print set samples)

Readying your letter to print

I made the stationery using InDesign software and added my logo.

1. Set up paper
- I use fine linen paper or translucent paper for a fine look 8 1/2 x 11 obtained from *Kelly papers locally*.
- Place paper onto 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>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
Zoom   Auto
Paper tray   Bypass drawer
Output Method   Print

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 1

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 1 has a companion called **Glorybound Pattern Set 1** and **Glorybound Sample Set 1**. 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 1** 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.

bypass tray) Change tray settings
>Bypass
>Special paper

Lay out: 1 sided
Finish: Folded: Tri-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 tray
>Then to the drawer with the little
hand and to change the tray settings
>Special
Zoom: No change
Duplex: No change
(Defaults to 1 sided)
Finishing   >Fold/bind
>Tri-Fold

You don't need to make any other changes using the printer screen on the Cm5520.

*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.

———————————————————

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

◆ Print set 24: Folded Vellum

This produces a letter, folded, ready to mail.
(See the print set samples)

Readying your cover to print
I made the stationery using InDesign software and added my logo.

1. Set up paper
- I use fine linen paper or translucent paper for a fine look 8 1/2 x 11 obtained from Kelly papers locally.
- Place paper onto 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>Portrait
>Check constrain proportions
>Page position>Center
>go to Set up
>Preferences
Basic screen
Original Size   8 1/2" X 11"
Paper Size   Same as Original
Zoom   Auto
Paper tray   Bypass drawer
Output Method   Print
Change tray settings (button to the right of the

Outline Book 1

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

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

◆ Print Set 1: Cover Coats:

Book with cover to be laminated
For a book to be wire bound or comb bound having a stiff cover. (Sharing Ole Lumpy size 8 1/2" x 8 1/2")

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 the Properties menu does not show up in the print function of InDesign (Adobe) with all the options and it seems to be adverse with the program. In that case convert it to a PDF to avoid the problem. It is possible to print from the Photoshop menu. You don't need to convert the document if you don't have PDF conversion capability.

For lamination of the cover: I use 5 or 7 mil (125 Mil) with a pouch laminator. I have the Peach 330 from Peach of Switzerland.

1. Paper to Use
To print and laminate the cover:
- Xpedx Brilliant White Cover
  8.5 X 11 - 28.77M Basis 80 (527-558)

Original Size	8 1/2" X 11"
Paper Size	Same as Original
Orientation	Portrait
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 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

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

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.

Readying your Invoice to print

    I made the invoices using InDesign software and added my logo. This invoice is specially made to be the size of one paper back book so it can go into the package and look nice. I put it onto the back of the book showing through the packaging so it is easily read by the customer. They can fax in their data if they want to order using their credit card.

1. Set up paper
- I use Excel heavyweight carbon less paper with canary and white 2 part 20 lb 8 1/2 x 11 from Glatfelter obtained from *Kelly papers locally*.
- Place paper onto the bypass tray the wide way with the side which will imprint so that when you write onto the copies they will impress onto the copy below. You can experiment using your fingernail pressing it into the white paper to see if it comes through to the canary copy. Then place the paper print side down onto the bypass tray.
- Lay the paper in (for portrait view) with the 11" or the widest part facing the tray. As apposed to the narrow part feeding in first. For the other view put the paper onto the bypass tray the other direction. If you put it on the bypass tray it will attempt to print but jam the printer. (Experience talking here!)

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

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 1/2" x 11"
      Paper Size   Same as Original
      Zoom   Auto
      Paper tray   Bypass Tray
      Output Method   Print
      >Paper settings for each tray
(Button on the far right bottom) to go to another screen:

Paper type settings
      >($\sqrt{}$)
      >Bypass tray thick 4
Paper type   Thick 4
Lay out: no change
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
      (It is the one with the little hand on the far right.)
      Zoom: no change
      Duplex: no

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

> Change tray settings >bypass thick 4

You don't need to make any other changes using the printer screen on the Cm 5522.

*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.

4. Setting up the Paper (in the right drawer)

In order to print having the shiny side as the cover of the book:
- •   Place paper shiny side down
- •   Long wise into the bypass tray
- •   Stack up the paper and print the cover (P1). Don't attempt to duplex because it doesn't work. Then, when the ink dries put the pages 'feet first' in the same spot and repeat the process to print side two

----

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

♦ Print Set 2: CD Back

Insert which goes into the plastic of the CD making up the back printed side of the CD or DVD which you want to sell. (See CD Sharing Ole Lumpy comes to life)

Readying your cover to print

Make your cover using publishing software. I use InDe-

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
> 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.

4. Print side two

Print side two, or the back of the 'poster' by turning the paper over and placing it back into the bypass tray. Remember to keep it oriented the same direction so that the print on the back will be right side up.

Software used:
Photoshop, InDesign

♦ Print set 23: 2-Layer Invoice Pressure Sensitive

This produces two copy pressure sensitive invoices with two per page. (See the print set samples)

Print using the bypass tray. Remember to put the shiny side down.

Cover:
- I used Kromekote Laser High Gloss Cover 10 pnt 17 x 11 grain short (shiny cover stock) SMART obtained from *Xpedx*. You can use photo paper, but I haven't found the expense to be worth the show.
- Place the 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>Portrait
>Check constrain proportions
>Page position>Center
>go to Set up
>Preferences

Basic screen

Original Size	8 1/2" x 11"
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
Finish:	No change
Cover Mode:	No change
Stamp/Composition:	No change
Quality:	Document/Full color

3. Printer Screen (on the Cm 5520)

sign in conjunction with Photoshop then convert the document/photos into PDF format. It is possible to print from the Photoshop menu. You don't need to convert the document if you don't have PDF conversion capability. See the **Glorybound Pattern Book** if you need the templates. I print the face of the CDs on another printer designed for this use. (Explained in Glorybound Pattern Book)

1. Paper to Use
- *For matt finish slightly stiff which holds ink nicely*
  Hammermill (International Paper)
   32 lb. 98 brightness
  8 1/2" x 11"
- *For shiny (brochure look) slightly stiff*
  90 Wt brochure paper from Office Max
  or shiny brochure paper (32-36lb.)

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 1/2 X 11
Paper Size	Same as Original
Zoom	Auto
Paper tray	Bypass Tray
Output Method	Print

Paper settings for each tray (button on the far right bottom) to go to another screen:

Paper type settings
>Enter-bypass tray thick 1
>Paper type   Thick 1
Lay out: no change
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
(It is the one with the little hand on the far right.)
Zoom: no change
Duplex: no
Change tray settings
(Button to the right of bypass tray)
Change tray settings > Bypass
>Thick 1

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.

3. Setting up the Paper (in the right drawer)
Place paper long wise into the bypass tray. If you need two sided, when the ink dries, put the pages 'feet first' in the same spot and repeat the process to print side two.

---

change the tray settings
>Thick 4
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.

4. Print other side To print the other side of the cover place the paper 'feet first' onto the bypass try and repeat the steps as in the front side. Blank side down.

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

♦ **Print set 22: Poster 8.5 x 11** (See the Alpaca Shear Fear poster of Garret 8 1/2 x 10)

Readying your Poster to print
Make your Poster using publishing software. I use InDesign in conjunction with Photoshop and Illustrator then convert the document/photos into PDF format. They down load to the printer must faster when the files are compressed using the pdf format. The page is from Kromekote Laser High Gloss Cover C2S White 10 pt. 8 1/2 x 11.

1. Set up paper

on the bypass tray it will attempt to print but jam the printer. (Experience talking here!)

2. Computer Printer Settings
Avery Printing
File>Print

    Printer>Select Printer to be used
    >Selection>All
    >Number of copies (check sheets)
    >OK
    >Or Print Preview and look at the cards
    >From Print Preview to exit>Close
    (upper Left)

>Preferences
Basic screen

    Original Size   8 1/2" X 11"
    Paper Size   Same as Original
    Original Orientation: portrait mode
    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
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

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

♦ Print Set 3: CD Cover
(See CD Sharing Ole Lumpy comes to life)

Readying your cover to print

Make your cover using publishing software. I use In-Design 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. It is possible to print from the Photoshop menu. You don't need to convert the document if you don't have PDF conversion capability. The tricky deal with this piece is the size, so you need a program which will convert the real measurements to paper. InDesign works in inches and centimeters whereas Illustrator is a bit more tricky to use. A vector based software program is good.

1. Paper to Use
•   110 wt paper is #4 heavy stock

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 1/2 X 11
Paper Size	Same as Original
Zoom	Auto
Paper tray	Bypass Tray
Output Method	Print

Paper settings for each tray

(Button on the far right bottom) to go to another

screen: Paper type settings

Enter-bypass tray thick 4

Paper type

Thick 4 -no duplex

Lay out:	no change
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

(It is the one with the little hand on the far right.)

Zoom:	No change
Duplex:	No

Change tray settings

(Button to the right of the bypass tray)

Change tray settings > bypass

>Thick

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.

4. Setting up the Paper (in the right drawer) Place paper long wise into the bypass tray. If you need two sided,

Paper:	Plain
Zoom:	No change
Duplex:	No change (default 2-Side)
Finishing	>Fold-bind
	>Center fold

Software used:
Photoshop, Avery

◆ Print Set 21: Business cards I

(See sample business card)

Readying your Cards to print

I use Avery software (www.avery.com) or 1800-462-8379 to set up the business card and a compatible micro-perforated business card paper. The templates with Avery are very good and I have found no need to re-align the printer to fit the patterns on the paper. The template I used goes with the card 8376 or 8371 (Avery), however I use Office Depot White micro-perforated business cards. You can use any heavy stock paper and cut it using a business card cutter (I have a little Rheumatic business card cutter when I want to use special papers.)

1. Set up paper

- Load the business card paper into the bypass tray. Remember that the print will end up on the bottom of the paper, so if it is shiny put that side down.
- Lay the paper in (for portrait view) with the 11" or the widest part facing the tray. As apposed to the narrow part feeding in first. For the other view put the paper onto the bypass tray the other direction. If you put it

>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 1/2" x 14"
Paper Size   Same as Original
Original Orientation: portrait mode
Size :   8 1/2" x 14"
Zoom   Auto
Paper tray   #2 drawer
Output Method   Print
Change tray settings
(Button to the right of the drawer 2)
Paper tray
>Paper Settings for each tray
>Tray/Paper Type
>Select the tray in use #2
>Plain paper
And
>Select the tray in use Bypass Tray
>Plain paper

Lay out: 2 sided
                       >Auto bind
Finish: Center fold
Cover Mode: Cover from bypass tray
                       >Blank
                       >Specify size 8 1/2" x 14"
Stamp/Composition: No change
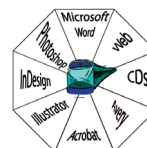**Quality:**   Document/Full color

6. Printer Screen (on the Cm 5520)
Basic screen
Auto Color: No change

when the ink dries, put the pages 'feet first', face up in the same spot and repeat the process to print side two.

Software used: Any

♦ **Print Set 4: 2-Sided Prints** Heavy Stock is used as a cover for a book. Laminated or non-laminated. (See sample)

Readying your cover to print
    This print set may be used with any software program. It is possible to print from the Photoshop menu. You might have to change the binding if it starts to come out with every other page up-side-down and you have more than one page.

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
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 1/2 X 11	
Paper Size	Same as Original	
Zoom	Auto	
Paper tray	Drawer 3	
Output Method	Print	

Lay out: 2 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:	Tray 3
Zoom:	No change
Duplex:	No change (defaults to 2 sided)

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

Software used: Any

♦ **Print set 5: To Store a print set**
Use this mode when you need to use a set over and over.
• Go to print on file menu.
• >Go to set up
• >Go to preferences

Change tray settings
>Bypass
>Thick 4

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

>Then to the drawer with the little hand and to change the tray settings
>Thick 4

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.

Readying your book to print

4. Set up the rest of the book:
• Set the 'cover' into the bypass tray face up to print the second side. (So page two is facing upward.)
• Set 8 1/2 x 14 paper into the drawer #2.

5. Print inside pages
Computer Printer Settings
File>Print
>Copies   1

the PDF format. The cover is from Kromekote Laser High Gloss Cover C2S White 10 pt. 17 x 11 cut down (I will try to find legal size so I don't have to cut it down, but the advantage to this size is that the cover will have color to the edges of the book.)

The pages can be made from shiny paper 32 wt or 24 wt 8 1/2 x 14. If you are paying for color by the page, legal is the same cost as a letter size print, so you can print twice as much for the same cost. If you follow the print set, the book will virtually be delivered to you finished. The CM 5520 folds and staples adding the cover page before the process.

1. Set up paper

Print side two of the cover using the bypass tray.

Cover:
- I used Kromekote Laser High Gloss Cover 10 pnt 17 x 11 grain short (shiny cover stock) SMART obtained from *Xpedx*.
- Place the 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 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
Zoom Auto
Paper tray Bypass drawer
Output Method Print

Change tray settings (button to right of bypass tray)

Then add all of the data that you want to use in your print set on all of the pages

Basic
Layout/ finish
Cover mode
Stamp/ composition
Quality
Other
- Return to the Basic panel

>Go to favorite settings (in the upper right hand corner of the basic screen.

>Go to Add
>A new window will open.
Type in a name for your print set.

>OK

Software used: Any

♦ Print set 6: Kid's Pages

This is the print settings I use when I assemble the book using my own binding method. Use heavy cover stock as cover and then print the pages separately.

Readying your cover to print

Make your design using any of the soft ware.

1. Set up paper
- I use 24 wt and put it into the drawer #3.
- I put colored paper into drawer 4 to use as spacer.

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 1/2" X 11"
Paper Size	Same as Original
Zoom	Auto
Paper tray	drawer 3
Output Method	Print

Change tray settings
(button to the right of the drawer 3)
Paper tray
>Paper Settings for each tray
>Tray/Paper Type
>Select the tray in use #3
>Plain paper

and

>Select the tray in use #4
>Plain paper

Lay out: 2 sided
Finish: no change
Cover Mode: Front Cover>Blank
                          >Front Cover Tray 4
(Remember to check paper settings for tray 4 on the basic screen.)
Stamp/Composition: No change
Quality: Document/Full color

3. Printer Screen (on the Cm 5520)
Basic screen

Auto Color:	no change
Paper:	tray 3

Paper:	Bypass tray

>Then to the drawer with the little hand and to change the tray settings
                          >Plain
Zoom: No change
Duplex: No change (defaults to 1 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.
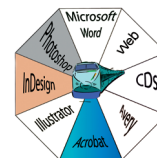
Software used:
Photoshop, InDesign, Acrobat to convert to PDF

♦ **Print set 20: Legal Fold Book**
(See the Alpaca Shear Fear B size book) You can get two books for the price of one. See the Patterns book for templates. Coil bind.

Readying your book to print
Make your book using publishing software. I use InDesign in conjunction with Photoshop and Illustrator then convert the document/photos into PDF format. They down load to the printer must faster when the files are compressed using

side down, but allowed the printer to stay on the auto-bind mode.

1. Set up paper
Place the paper 11" x 17" (plain) 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
>Go to Set up
>Preferences

Basic screen

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

Change tray settings (button to right of bypass tray)
Change tray settings > bypass > plain **Layout:** 2 sided> Auto bind

Finish: Center staple and 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


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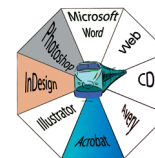
Software used:
Photoshop, InDesign, Acrobat to convert to PDF

♦ Print set 7: Wrapping paper
Translucent wrapping paper on 8 1/2 X 11.
(See Alpaca Wrap)

Readying your wrapping paper to print
Make your wrapping paper using publishing software. May use Photoshop or Illustrator. I set my picture in Photoshop then transport it into InDesign so that I have more control, but you can do the same things just using Photoshop.

1. Set up paper
• I used UV / Ultra II from Kelly Papers. White 17 lb text translucent printing paper.
• Place in drawer 4 and treat it as 'plain paper' otherwise, if you put it into the bypass tray you will have to turn over the paper manually. If you put it into drawer 4 the printer will duplex print automatically.

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
Zoom	Auto
Paper tray	drawer 4
Output Method	Print

Make sure that the "Change tray settings (button to the right of the drawer 3)

Check that the tray settings > plain paper

Lay out: 2 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:	tray 4
Zoom:	no change
Duplex:	no change
(defaults to 2 sided)	

You don't need to make any other changes using the printer screen on the Cm 5522.

>Go to Set up
>Preferences

Basic screen

Original Size	11" x 17"
Paper Size	Same as Original
Original Orientation: portrait mode	
Size :	11" x 17"
Zoom	Auto
Paper tray	#1 drawer
Output Method	Print
Drawer #1:	Plain paper
Lay out:	2 Sided>Auto Bind
Finish:	Center staple and fold
Cover Mode:	Cover from bypass tray >Blank

Stamp/Composition: No change
Quality: Document/Color

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

♦ Print set 19: Fold calendar without cover 11" x 17" (See the Ron Brown Calendar)

Readying your cover to print

Make your cover using publishing software. I use InDesign in conjunction with Photoshop and Illustrator then convert the document/photos into PDF format. They down load to the printer must faster when the files are compressed using the pdf format. With this pattern, I did not turn the pages up-

>Then to the drawer with the little hand and to change the tray settings
>Thick 4

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.

4. Print other side

To print the other side of the calendar cover (side 2) place the paper with the blank side down and the picture closest to the printer onto the bypass tray.

Print inside pages
5. Set up paper
- I used brochure weight paper 11 x 17 and set it into drawer #1. (The drawer is made for this one, so it is happy there.
- I set the printed covers onto the bypass tray with the picture toward the printer face down. (So page two is facing upward.)

6. 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

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

♦ Print set 8: Linen paper
Printing on paper 8 1/2 X 11.
(See Samples with the book- linen cover)

Readying your cover to print

Make your linen paper print using any of the software, but to have pictures you will need to use Photoshop or Illustrator. I set the pictures into InDesign for the maximum control. You can convert the document in pdf if you are having problems downloading it to the printer.

1. Set up paper
- I used white linen (heavy weight).
- Make sure you put the side with the 'linen look' face down so that the print will be on the right side.
- Place in by-pass drawer. If you need two sided printing, you will need to turn the paper over. Make sure to keep the top of your paper the same as it came out of the printer.
- By-pass tray prints on the side face down, so put your print-side up (to print on the bottom of the page)
- The paper must be set long with the narrow part going into the printer to feed properly, or it will jam.
- To print on the other side insert the paper back into the bypass tray feet first with the print side up.

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
Zoom Auto
Paper tray By-pass tray
Output Method Print
Make sure that the "Change tray settings (button to the right of the by pass tray) is set to Check that the tray settings > heavy 4

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
>Then to the drawer with the little hand
and to change the tray settings
>Thick 4
Zoom: No change
Duplex: No change
(defaults to 1 sided)

- Place the paper into the bypass tray. Print side one, then turn the paper over to print side two. The machine will not duplex thick paper.

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
>Go to Set up
>Preferences
Basic screen
Original Size 11" x 17"
Paper Size Same as Original
Orientation Portrait
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
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

first' onto the bypass try and repeat the steps as in the front side. Blank side down.

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

♦ Print set 18: Fold Calendar with Cover 11" x 17" Added by printer. (See the Lake Powell Calendar)

Readying your calendar to print

Make your calendar using publishing software. I use InDesign in conjunction with Photoshop and Illustrator then convert the document/photos into PDF format. They down load to the printer must faster when the files are compressed using the PDF format.

I left the cover with the main pages, even though they are on separate paper. You could, however separate the cover with pages 1, 2 from 3-14 for easy printing. With this pattern, I did not turn the pages upside down, but allowed the printer to stay on the auto-bind mode. It automatically turns every other page upside down. (Note the difference between the two above calendars, even though they are bound similarly.)

1. Set up paper

*The cover must be printed separately from the pages, then combined to be stapled into a single calender by the printer.*

Cover:

• I used Kromekote Laser High Gloss Cover 10 pnt 17 x 11 grain short (shiny cover stock) SMART obtained from *Xpedx*.

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.
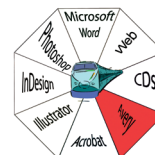
Software used: Avery

♦ Print set 9: Stickers I
Printing on paper 8 1/2 X 11. (See Samples book- stickers)

Readying your stickers to print

Make your stickers ready for print. I use Avery because they have a lot of templates and matching sticker sizes. The paper is reliable and the print seems to stay within the stickers with reliability. (They can be ordered from their web site www.avery.com 1-800-462-8279.) I started out with their software package so that I was on the right foundation at the start. It doesn't work well to use different templates for different company's stickers because they don't fit exactly. Many of the office supplies carry stickers, and give the 'Avery' template number on the front of the box. You can key in the Avery template number when you open the software to make sure that you have the right size. The stickers that I used for the example which I developed this printing set for were from a different company.

1. Set up paper

• Make sure you put the Sticker side face down so that the print will be on the right side.

- Place in by-pass drawer.
- The paper must be set long with the narrow part going into the printer to feed properly, or it will jam.

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
Zoom	Auto
Paper tray	Bypass tray
Output Method	Print

Make sure that the "Change tray settings " (button to the right of the by pass tray) Set to Check that the tray settings > heavy 4

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: by pass tray
    >Then to the drawer with the little hand, and to change the tray settings
        >Thick 4

>Preferences

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
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
        >Thick 4
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.

4. Print other side

To print the other side of the cover place the paper 'feet
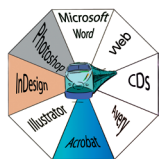
◆ Print set 17: Print to Edge Cover Heavy Stock 11 x 17 to be used as a cover to be laminated. (See the cover of Alpaca Shear Fear)

Readying your cover to print

Make your cover using publishing software. I use InDesign in conjunction with Photoshop and Illustrator then convert the document/photos into PDF format. They down load to the printer much faster when the files are compressed using the PDF format. This cover is laminated using .5 pocket lamination.

1. Set up paper
- I use 110 wt cover obtained from Xpedx.
- Single sided card stock paper into the bypass tray.
- Lay the paper in (for portrait view) with the 11" or the widest part facing the tray. As apposed to the narrow part feeding in first. For the other view put the paper onto the bypass tray the other direction. If you put it on the bypass tray it will attempt to print but jam the printer. (Experience talking here!)

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

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.
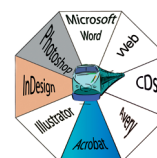
◆ Print set 10: Translucent card Folded and ready to be trimmed on special paper (See Christmas Card)

Readying your cover to print

I made the cards using CS2 InDesign software integrated with Photoshop. I inset pictures of the logos of our books into the card integrating the main logo. CS2 is the only program that can freely make the text upside-down and not care. I suppose you can use Illustrator or another publishing software, but InDesign is so much easier to work, that I prefer it.

1. Set up paper
For these cards I used Neehah UV/ Ultra II White Translucent paper Sub 28/105g/m 14 M text 8 1/2 X 11 purchased from Kelly Papers. I put the card into a translucent envelope just for fun. It gave the card a very unique look.
- Place in by-pass drawer. Note that the paper will not

fold when you put it into certain drawers because the orientation is wrong to fold the paper. I tried to run them from drawer 4 and it wouldn't work. Folding will most likely work from drawer 1 and 2 because the orientation is different. I just used the by-pass tray.

• The paper must be set long with the narrow part going into the printer to feed properly, or it will jam.

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
Orientation	Landscape
Zoom	Auto
Paper tray	by-pass tray
Output Method	Print

Make sure that the 'Change tray settings (Button to the right of the By pass tray is set to Check that the tray settings > special **Lay out:**   2 sided

Finish: Half/Fold
Cover Mode: No change
Stamp/Composition: No change
Quality: Document/Full color

3. Printer Screen (on the Cm5520)
Basic screen

settings > plain

Lay out: 2 sided
Finish: Center fold
Layout   Print type>Booklet mode
                         Binding position>Left
Cover Mode: No change
Stamp/Composition: No change
Quality: Document/ full color

3. Printer Screen (on the Cm 5520)
Basic screen

Original Size	8 1/2" X 11"
Paper Size	Same as Original
Zoom	Auto
Paper tray	2 tray
Output Method	Print

Make sure that the 'Change tray settings' (button to the right of the by pass tray) is set to Check that the tray settings > plain paper

Lay out: 2 sided
Finish: Finishing
                         >Go to fold/bind
                         >Fold
Cover Mode: No change
Stamp/Composition: No change
Quality: Document/Full color

There is no need to staple the small calender because the staple will not be used when the calender is compiled. You will need to trim it and staple it by hand using a regular stapler inserting a couple of staples along the center line.

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

♦ Print set 16: Calendar Purse size
Folded in center (See book calendar)

Readying your cover to print
I made the calender using CS2 InDesign software integrated with Photoshop. I inset pictures of the logos of our books into the card integrating the main logo. CS2 is the only program that can freely make the text upside-down and not care. I suppose you can use Illustrator or another publishing software, but InDesign is so much easier to work, that I prefer it. You can find the pattern in the 'Patterns book"

1. Set up paper
For the calender I used 8.5" X 11" 24 wt. Look for 32-34 wt shiny for a professional image. Actually, what I found is that by the time you are finished, there is so much ink on the pages that they are shiny.
• Place in #2 drawer.

2. Computer Printer Settings
File>Print>Setup... (Bottom of screen on left)
Setup>Preferences>Printing Preferences
Basic screen

Original Size	8.5" X 11"
Paper Size	Same as Original
Zoom	Auto
Paper tray	2 tray
Output Method	Print

Make sure that the 'Change tray settings' (button to the right of the by pass tray) is set to Check that the tray

Original Size	8.5" X 11"
Paper Size	Same as Original
Zoom	Auto
Paper tray	Bypass tray
Output Method	Print

Make sure that the 'Change tray settings
(Button to the right of the by pass tray is set to Check that the tray settings > special paper

Lay out:	2 sided
Finish:	Finishing>Go to fold/bind >Half-fold.
Cover Mode:	No change
Stamp/Composition:	No change
Quality:	Document/Full color

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

♦ Print set 11: Overlay book cover
Uses transparency over Cover stock (See Crosscurrents Book)

The Crosscurrents Book is printed using an overlay of transparency that is black and white. The bottom sheet is card stock white. The book is wire bound.

Readying your cover to print
I made the cover using CS2 InDesign software using clip-art from a file {Art Explosion Image Library}. This is copyright free art that provides a wonderful way to add colorful pictures to the book without having to take them yourself. This project is very simple, but requires a binder. I use Akiles 3:1 Wirebind. The back is also transparent overlay

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with an undercover white cover stock which I purchased from Kelly Papers locally in Las Vegas. The paper for the pages is white 24 wt.

The paper backing the transparency is 80# Bright White Cover UTOPIA from Kelly Papers. The cover is not printed on, but added later when the book is bound.

1. Set up paper

- For the cover I used color-laser transparency film from OfficeMax.
- Place in by-pass drawer.
- The paper must be set with the 11 side toward the printer in order to print the right 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>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
Zoom	Auto
Paper tray	Bypass tray
Output Method	Print

Make sure that the 'Change tray settings' (button to the right of the by pass tray) is set to Check that the tray settings > Transparency 8.5" x 11"

Original Orientation: Portrait
Lay out: 1 sided

Make sure that the 'Change tray settings' (button to the right of the by pass tray) is set to Check that the tray settings > plain

Lay out: 2 sided
Finish: Center staple and fold
Layout Binding position>Left
Cover Mode: No change
Stamp/Composition: No change
Quality: Document/Full color

3. Printer Screen (on the Cm 5520)
Basic screen

Original Size	8 1/2 X 14
Paper Size	Same as Original
Zoom	Auto
Paper tray	2 tray
Output Method	Print

Make sure that the 'Change tray settings' (button to the right of the by pass tray) is set to Check that the tray settings

>Plain paper

Lay out: 2 sided
Finish: Finishing >go to fold/bind
>Fold and staple

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

If you want to impress your clients, this is a sure fire way to do it using the Cm 5520 copier because it spits out a calendar all folded and stapled.

Readying your calendar to print
I made the calender using CS2 InDesign software integrated with Photoshop. I inset pictures of the logos of our books into the card integrating the main logo. CS2 is the only program that can freely make the text upside-down and not care. I suppose you can use Illustrator or another publishing software, but InDesign is so much easier to work, that I prefer it. You can find the pattern in the 'Patterns book".

1. Set up paper
• For the calender I used legal size paper 8 1/2" x 14" 24 wt. I would look for 32-34 wt shiny for a professional image.
• Place in #2 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 14
       >Orientation>Portrait
       >Check constrain proportions
       >Page position>Center
>go to Set up
>Preferences
Basic screen

Original Size	8 1/2" X 14"
Paper Size	Same as Original
Zoom	Auto
Paper tray	2 tray
Output Method	Print

Finish:	none
Cover Mode:	no change
Stamp/Composition:	no change
Quality:	Document/gray scale

3. Printer Screen (on the Cm 5520)
Basic screen

Color	Black
Paper	Bypass tray
	>Change tray setting
	>Transparency
	>Paper Size 8.5" x 11"
Zoom	Auto
Duplex	None
Finishing	None
Separate Scan	None
Auto Rotate	Off

Make sure that the 'Change tray settings' (Button to the right of the by pass tray) is set to Transparency. The printer may beep indicating that auto color cannot be set with transparency. Change to 'black' in color screen.

To finish the book see Print Set 12.
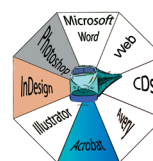
Software used:
Photoshop, InDesign, Acrobat to convert to PDF

♦ **Print set 12: Perfect Bound Book** Pages with 2 books per page. (See Tomaseña book)

Readying your pages to print

Use this print set if you want to save paper. You can set up two books per page using landscape mode of the computer, then chop the stack in two to bind two books at once.

1. Set up paper

Use this print set if you want to save paper. You can set up two books per page using landscape mode of the computer, then chop the stack in two to bind two books at once. I use 24 wt white paper. It is a little thicker than copy paper, so it holds up better and looks nicer. For this set I put the paper into Bypass Tray.

2. Computer Printer Settings

File>Print
>Copies   1
>Pages   All
>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
Original Orientation >Landscape
Size   >8.5 X 11
Zoom   Auto
Output Method   Print
Paper tray   Bypass Tray
>Paper settings for each tray
(Button on the far right bottom) to go to another screen:

Paper type settings>(ck)
>Bypass tray >plain
Output Method   Print

Lay out: 2 sided >Top bind

right of the by pass tray) is set to Check that the tray settings
>Special   8 1/2" x 11"
Original Orientation: Landscape
Lay out: 1 sided
Finish: Half-fold
Cover Mode: No change
Stamp/Composition: No change
Quality: Document/Full color

3. Printer Screen (on the Cm 5520)
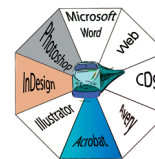**Basic screen**
Original Size   8.5 X 11
Paper Size   Same as Original
Orientation   Landscape
Zoom   Auto
Paper tray   Bypass tray
Output Method   Print

Make sure that the 'Change tray settings' (button to the right of the by pass tray) is set to Check that the tray settings
>Special paper
Lay out: 1 sided
Finish: Half-fold
Cover Mode: No change
Stamp/Composition: No change
Quality: Document/Full color

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

◆ Print set 15: Calendar Legal size Folded
and stapled in center (See Samples with the book- calendar)

book and the cover together. I use spray glue 3M Super77 Classic Spray Adhesive obtained from Kelly papers to keep the translucent book liner attached.

Readying your cover to print

I used InDesign and made wall paper out of the art which was used for the cover. Of course the art was touched up a bit in Photoshop. This is set up in landscape mode 8 1/2 X 11.

1. Set up paper

For liner, I used WorldWin translucent UV Lutra II White. 17 lb text. Vellum 8.5 x 11. It is available www.worldwinpapers.com.
- Place in by-pass drawer.
- The paper must be set with the 11 side toward the printer in order to print the right 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>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
Orientation Landscape
Zoom Auto
Paper tray By-pass tray
Output Method Print
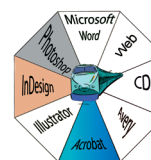
Make sure that the 'Change tray settings' (button to the

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: plain
Zoom: no change
Duplex: no change
(Defaults to 2 sided)

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

◆ Print set 13: Tabloid Cover

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 11 x 17 (See Toma-seña book)

Readying your print

Make your cover using publishing software. I use InDesign in conjunction with Photoshop. Go to 'set up within the In-Design print screen to access the print screen for Cm 5520. I printed the cover this way because I didn't want the white print margin to invade the art on the front of the book.

1. Set up paper

- 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
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

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 the bypass tray)
Change tray settings > bypass
                          >thick 4

Lay out: 1 sided
                    (defaults to 1-Sided w 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
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.

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.

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

♦ Print set 14: Translucent book liner
Uses translucent Vellum paper (See Samples with the book tomaseña)

This is the paper which lines the book between the cover and the pages. It hides any glue globs and helps to keep the