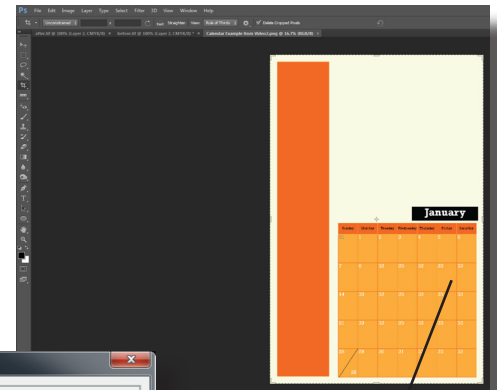


Printing the Calendar

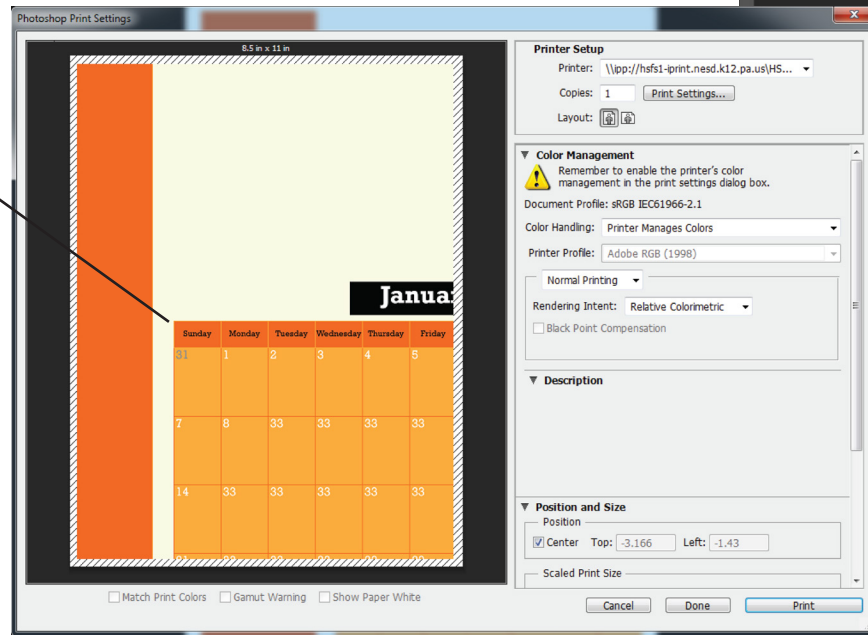
Part 2 - Printing the Exported Calendar

1. Open Photoshop.
2. Choose File>Open and find and open page one of the calendar.
3. Choose File>Print or press Ctrl P. When the print dialogue opens, the preview will probably show the calendar being cropped. If so it probably says 8.5 x 11 above it. It is being cropped to fit on letter size paper.



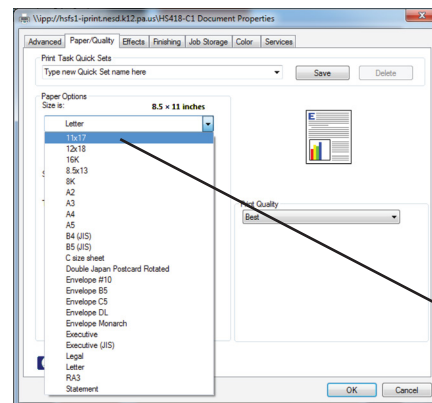
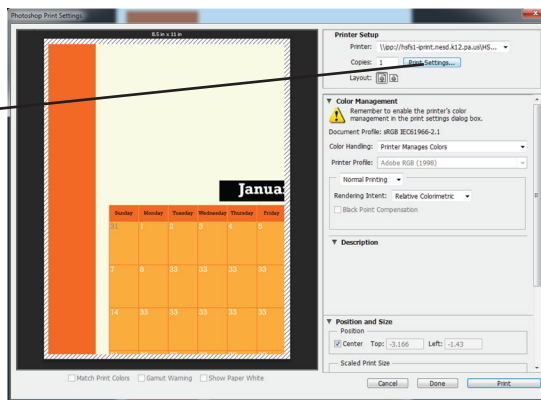
PNG open in PhotoShop

Picture getting cut



4. Click on the Print Settings button. On the new dialogue box that opens, open the Paper/Quality tab. Click on the pull down menu for Size and change the size to 11 x 17 the choose ok to close the dialogue box.

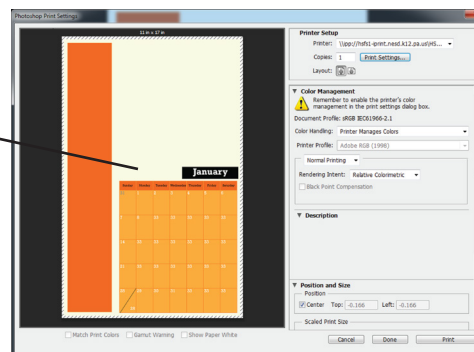
Click on Print Settings



Change size to 11 x 17

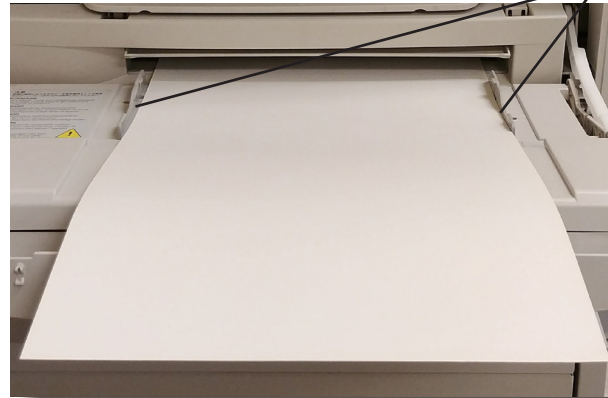
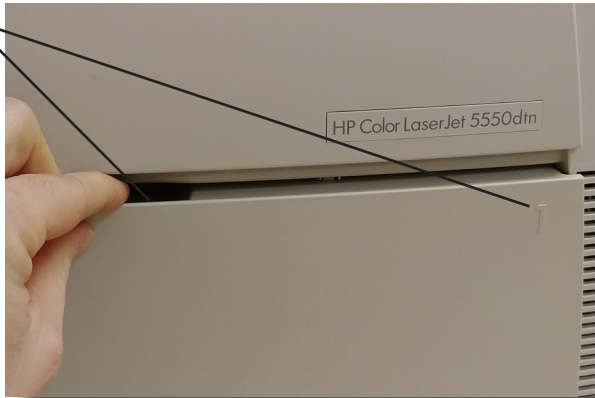
5. The preview should now show the full calendar.

Picture is no longer cut



6. Make sure the printer is HS418-C1. Place 1 piece of 90 lb. tabloid sheet of paper into tray 1 of the printer (make sure it fits securely between the darker gray guides). **Tell everyone else not to print!** If they do, they will use your paper and it will be wasted.

Tray 1



Paper between Dark Gray guides

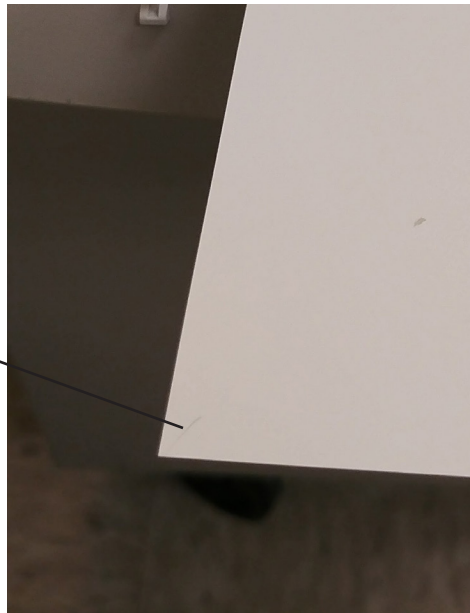
7. Go back to the computer and click print. There may be a delay as the printer processes the job. If the Data light is lit and blinking, it is preparing the document and will soon print it.
8. Place another sheet of 90 lb. tabloid into tray 1. **Remind everyone else not to print.**
9. Now open page 2 of the calendar. Choose File>Print. If the preview is cropping the calendar again, fix it in the Print Settings box again. Once everything is set, print it.
10. Repeat this process for the first 12 pages of the calendar.



Data light

11. For the 13th page, set it up the same as the others, but when the paper is seated into tray 1, put a light pencil mark in the bottom left corner and then print it. Once it comes out of the printer, note the direction it is facing.

Light pencil mark



12. Open page 14 and set everything up just as it was for all of the other sheets.
13. Using the pencil mark as a guide, determine how the paper should be loaded into the printer and place it into tray 1 in that direction.
14. Go back to the computer and press print. Hopefully it prints on the correct side and it's done!