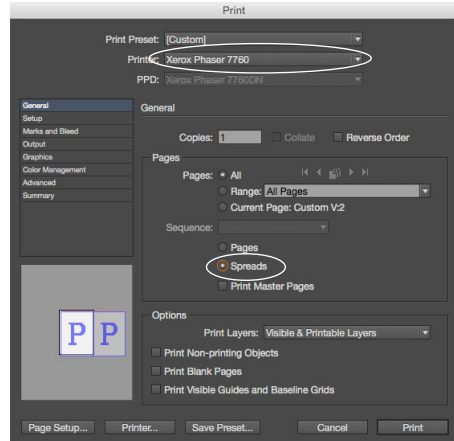


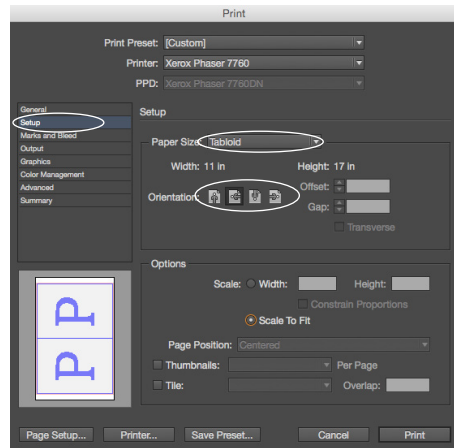
HOW TO PRINT YOUR PROJECTS IN LAB:

In InDesign go to File>Print. At the first window that opens select the printer, which is called Xerox Phaser 7760.



If your document needs to be printed in spreads, like your magazine story spread, click "Spreads." If it needs to be printed in one or more single pages, don't click spreads.

Click on Setup in the left column. Choose the paper size (letter size is 8.5 x 11; Tabloid is 11x 17). You may need to change the orientation of the page. The nice thing is that you see a little picture of how the pages are going to print. If



the "P" (your page or pages) doesn't look right against the background paper, ask for help. If the page or pages seem to go off the paper area, you can choose "Scale to fit" to shrink your design so that it will fit on the paper we have in the lab.

Finally, click on Marks and Bleeds in the left column and put a check next to Crop Marks. Then press Print.

