

How to use advanced document setup (grid view)

There is a view within your print preview options that can help with your setup of your document. In the lower right corner you will see two icons.

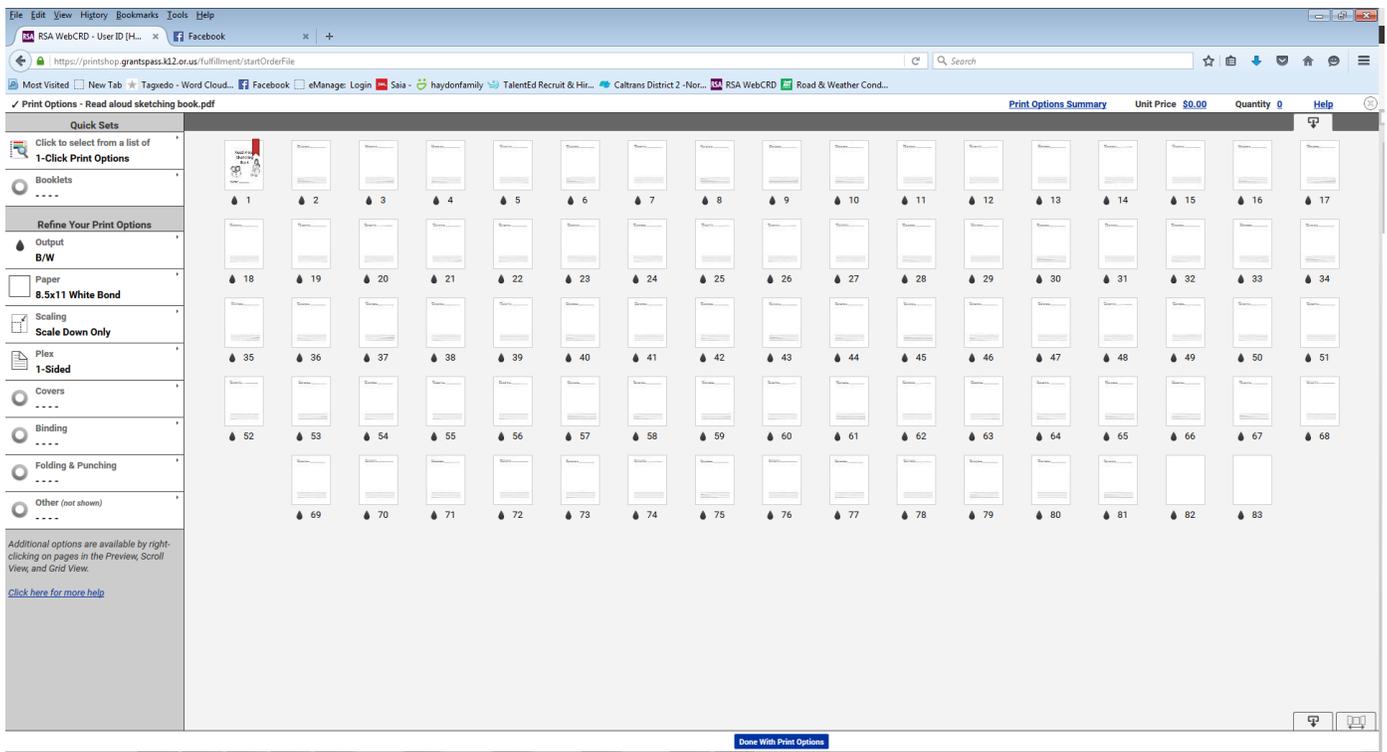
The first one is Open Grid View



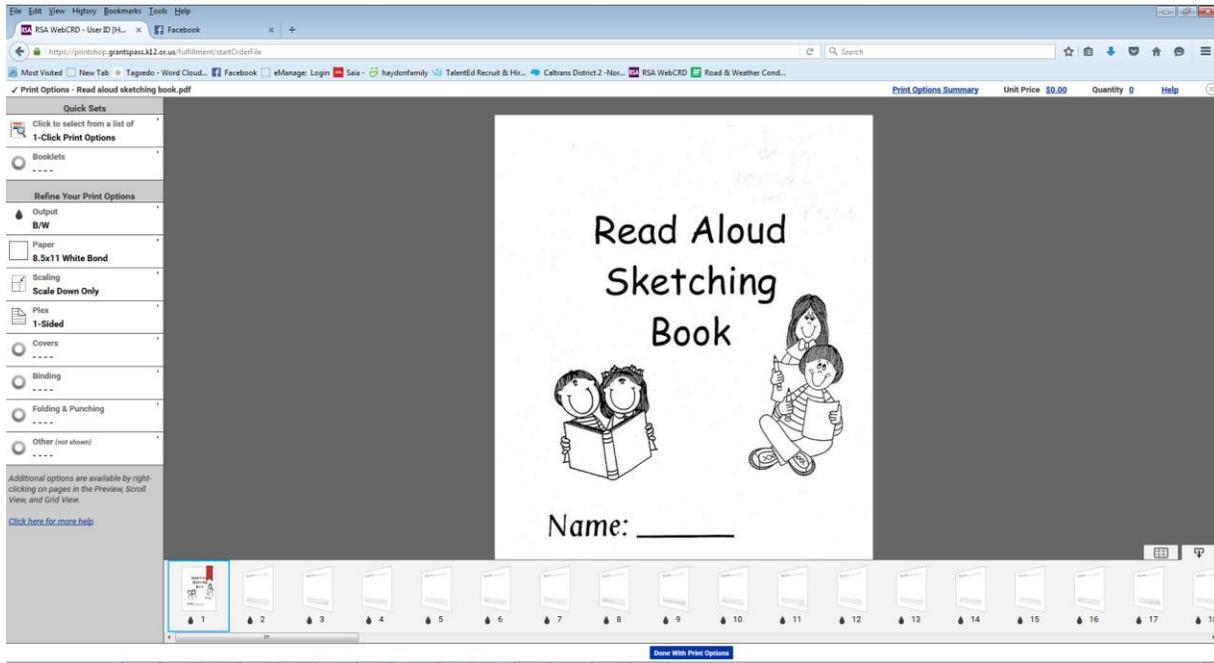
The second one is Show Scroll View



Using the Grid view will show you all the pages in your document.



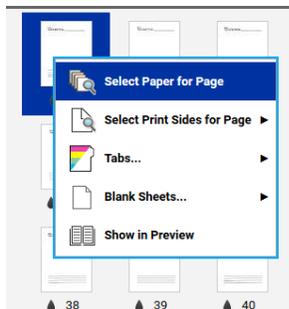
Using Scroll view will show you a large view of the page you're on and the other pages in a strip on the bottom.



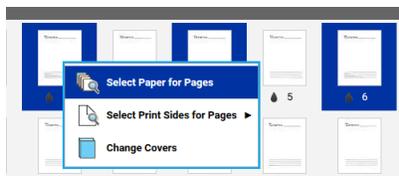
In this case the current document is set to print with all white pages, B/W, single sided and no finishing options.

The advanced options can be used with either view. It's just your preference on how you want to see your document. Advance options can't be used with Fold-over books.

Using the either view, you can customize each page(s) within your document by clicking on the desired page (you can select multiple pages by either CTRL-Click or Shift-Clicking on desired pages) and right clicking. This will open a properties box for that page(s).

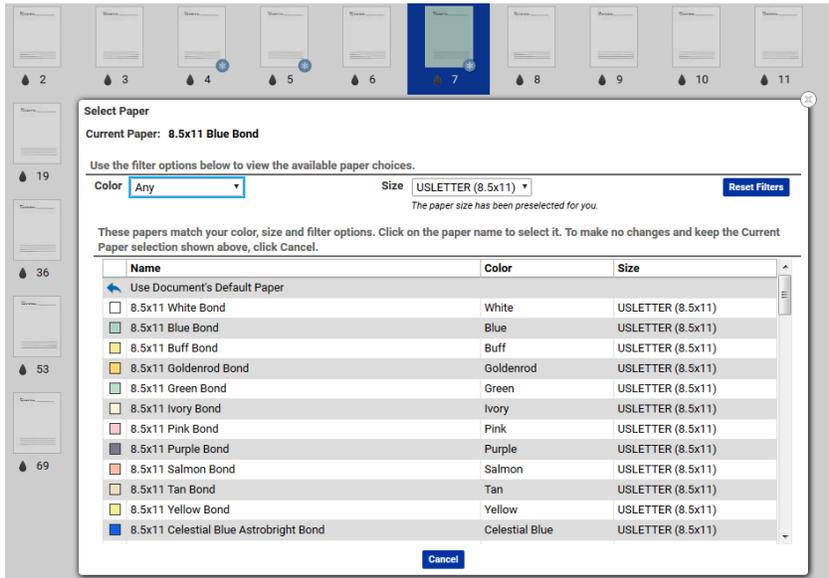


OR

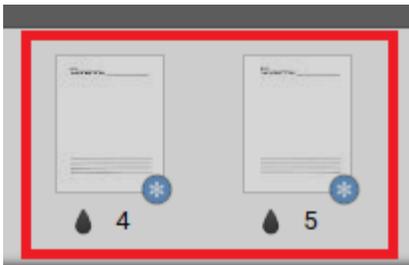


From this properties box you can change the paper color, plexing (1 or 2 sided), add/delete blank sheets and you can even add tabs. (Tabs however should only be used for special jobs. They are expensive at .10 a sheet. They can't be used in fold-over books).

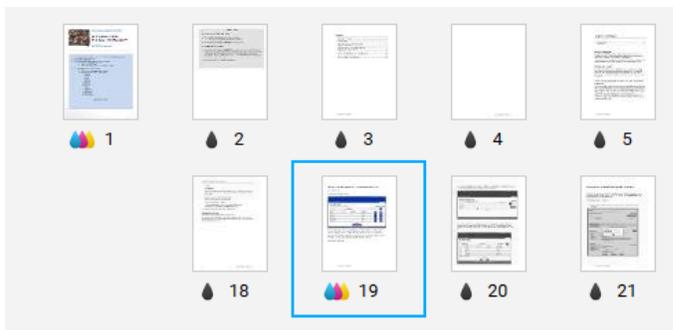
Each time you make a change to the pages, it will show in the preview. In the image below I've changed page 7 to blue paper and pages 4 & 5 have been changed to 2-sided.



Any formatting you've done to your pages will show as a small blue icon.

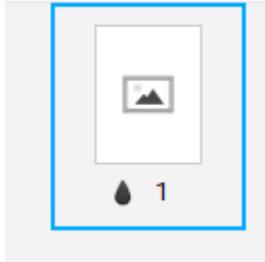


You can also change the color output on individual pages from B/W to full color. By clicking on the black tear drop under the page. This toggles between b/w and full color. You would use this if you has some pages that needed to be full color and the rest would print b/w.



What you see in the preview is how your job is going to print. You can do this with Hardcopy jobs as well. As long as you put in the amount of pages in your document.

The view will look a little different. You will see a generic mountain image that indicates there will be printing on that page.



Test Job  

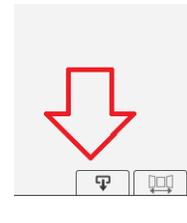
Pages [10](#)
Click the link to enter the number of pages

Source
Please select the source for your item. Pro

Requested Action
Please select the requested action for your

Item Instructions [Please Specify](#)
Click to enter any details necessary to fulfill

When you've made all the changes you can click on the icon again and it will take you back to the regular view.



Then by using the black arrows at the bottom of the page you can see exactly how your document will look.



When finished click on the Done With Print Options box on the bottom of the page.

