Printing Instructions for ISE Summit 2010 Documents

For printing a master document to be used to make Xerox copies:

• Set printer to horizontal printing. Uncheck "fit to page" if that appears as an option on your print page.

• You can go ahead and print the document in color if you wish, but in Xerox the blue will become a gray (this was envisioned in the original design – one spot color blue for online pdf viewing, and gray scale for printout). Alternatively, you may opt to set your printer to gray scale printing.

• Print the master on presentation paper if possible. I use Epson Presentation Paper Matte. Any presentation matte coated paper will do. This gives an incredibly crisp, good master from which to make Xerox copies.

For Xeroxing multiple copies

• Use a Xerox machine capable of good quality gray scale

• All documents are designed for two-sided copying. When copied correctly, page numbers and sidebars appear on the outer edges of the pages.

• A wider margin has been allowed down the left side of the document to allow for spiral binding.

• Use cover stock for cover page and back cover. Front cover is the first two pages of the document, printed two-sided on one sheet of cover stock. Back cover is blank.

• Start body of document with page 3 and use two-sided copying.

For Printing a Limited Run of Copies Directly from a Printer

• If you opt to do this, might as well go ahead and set the printer to color so you get the blue spot color.

• Again, set printer to horizontal printing and uncheck "fit to page" if that appears as an option.

• Use card/cover stock for the cover – print first two pages of the document back-to-back on the card stock to create the cover. Use blank piece of same card stock for back cover.

• Print body of document, starting with page 3, as two-sided document. Again, if done correctly, page numbers and sidebars should appear on the outer edge of the page.

• Spiral bind the finished product(s).