



# SHEBOSS VIP PRINT GUIDE

## PRINTING INSTRUCTIONS:

The Sheboss VIP free printables come in the following sizes - A5, A4 and 7" x 9.25" (classic HP size).

**A5 INSERTS:** I recommend that you cut the paper to size before printing as this will yield the best results. You can cut A4 paper in half. This will give you two sheets of A5 size paper. US letter paper can also be used.

**A4 and 7" x 9.25" INSERTS:** To print A4 and 7" x 9.25" sized inserts I recommend you use A4 paper or US letter paper.

Open the print files using Adobe Reader or Adobe Acrobat. Adobe Reader is available to download for free via [www.adobe.com](http://www.adobe.com).

**IMPORTANT:** Some planner inserts come complete with crop marks. The crop marks are designed to help you cut the inserts down to the correct size. Crop marks are indicated in BLACK. When using the crop marks to trim your inserts to size be sure to cut from the EDGE of the crop mark to the EDGE of the crop mark and not from paper edge to paper edge. This will cut off the corresponding crop marks and make it difficult to crop your inserts down to size correctly and accurately.

Please refer to the instructions below. Instructions have been provided for automatic printing and manual printing. Please ensure that you have your printers printing manual to hand and that you are familiar with your printers preferences and printing capabilities.

**NB:** All printables are for personal use only. Commercial use is strictly prohibited.

### AUTOMATIC DUPLEX PRINTING:

If your printer has the ability to print automatically simply load the required paper into the print tray.

To begin the print process select: FILE > PRINT

This action will provide you with a printing dialog box. Each printer will have different print preferences and options. Selecting the

- ✓ PAPER SIZE OPTIONS: Ensure the correct paper size is selected
- ✓ BINDING OPTIONS: Ensure that long edge binding is selected
- ✓ SCALING OPTIONS: Ensure the print ratio is correct (100% for UK A5, 94% for 5.5" x 8.5" and 100% for A4 and 7" x 9.25").
- ✓ DUPLEX OPTIONS: Ensure that you have enabled duplex printing if the inserts require duplex printing

With these preferences selected begin printing by selecting: PRINT

**RECOMMENDATION:** Print a few pages as a test print to ensure that you have achieved the desired print output.

### MANUAL DUPLEX PRINTING INSTRUCTIONS:

The following instructions will help you print duplex manually. Manual duplex printing can be used where your printer does not have the ability to print duplex automatically.

To begin the print process select: FILE > PRINT

This action will provide you with a printing dialog box. Each printer will have different print preferences and options. Selecting the following

- ✓ PAPER SIZE OPTIONS: Ensure the correct paper size is selected
- ✓ BINDING OPTIONS: Ensure that long edge binding is selected
- ✓ SCALING OPTIONS: Ensure the print ratio is correct (100% for UK A5, 94% for 5.5" x 8.5" and 100% for A4 and 7" x 9.25").

In order to print duplex manually you will need to print all odd pages first followed by printing all the even pages. The print options for this function can be found under PAGE LAYOUT within the print preferences dialog box.

**IMPORTANT:** Before printing pay special attention to the way your printer feeds the paper, for example, printed side facing down with the top of the page ready for feeding first.

**RECOMMENDATION:** Print one odd page and one even page to test the way your printer feeds the paper prior to printing.






Ensuring the options specified above have been selected begin printing by selecting: FILE > PRINT > PAGE LAYOUT > ODD PAGES > PRINT

**PRINTING EVEN PAGES IN REVERSE:** Some printers will have the option to print the even pages in reverse. This means replacing the paper into the print tray in the order that it printed.

Begin printing the even pages in reverse by placing the paper back into the print tray and selecting: FILE > PRINT > PAGE LAYOUT > EVEN PAGES IN REVERSE > PRINT

**PRINTING EVEN PAGES WITHOUT REVERSE PRINTING OPTION:** If your printer is not able to print the even pages in reverse you will need to ensure that you re-stack the pages into sequential order by placing the last page down first and ending with page 1 on top.

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We love to see photos of our planner inserts in action. Please leave me a photo with your review on Etsy or tag us on Instagram @littlechiquipaperie

