

# How-To:

## Print Notepads



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## Feature Overview

Pad or notepad applications have an unlimited number of uses including memos or message pads, forms and personalized notepads as promotional advertising material.

The Fiery sever can automate the production of printing pads. Pad printing minimizes manual collation of the printed output and makes it possible to print large and small projects with as many sheets as you wish and as many sizes. From tiny pocket notepads to large desktop calendars, Pad printing lets you quickly and easily create pads with any number of pages.

## Customer Benefits

- Print additional applications such as notepads, prescription pages, receipt books, rebate pads or entry forms to optimize the use of existing print devices.
- There's no need to manually calculate the number of copies by multiplying the number of pages in a job by the number of jobs per pad. The Pad Printing feature will automatically calculate that for you, saving time and preventing mistakes.
- Save time separating pads and manually adding back covers by using "Offset pad" and "Add back cover" to automatically offset each pad with a back cover for easy assembly and finishing.

## Objectives of the Exercise

- Create a pad from a single document.
- Add a back cover to each pad for offset.

## Additional Resources

If you would like to learn more about Fiery product features, EFI has created interactive online courses designed to enhance Fiery product knowledge and help increase performance. For a complete list of the online courses we offer, go to the [Fiery eLearning](#) web page.

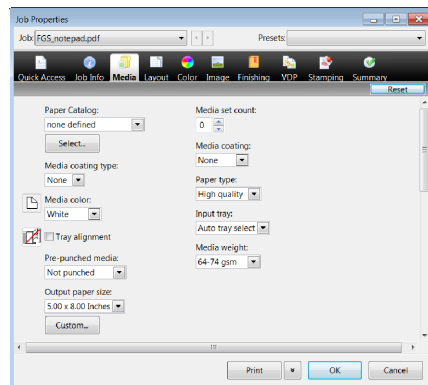
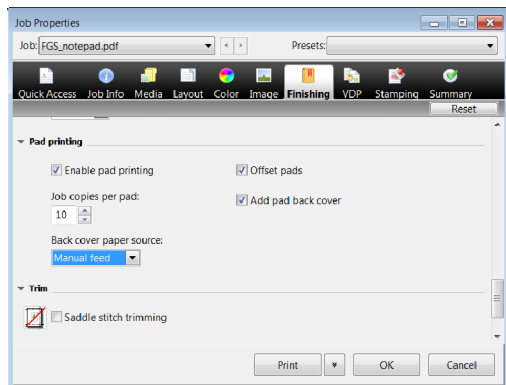
## Before you begin

- Have Fiery Command WorkStation 5.5 or above opened and connected to at least one Fiery server, running Fiery FS150 Pro or above.
- Place the sample file: **FGS\_notepad.pdf** in the Fiery Held queue. Drag and drop the file to the Command WorkStation Held queue or use the Command WorkStation Import menu option.
- Ensure the printer and Fiery have been calibrated before printing any output.

**Note:**

Each output device will have different procedures for configuring and printing the finished document. Consult the user documentation for the copier and Fiery server that will be used for this How-To Guide.

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## Pad Printing Workflow

1. Select the file **FGS\_notepad.pdf** in the Command Workstation Held queue and right-click to select **Properties**.
2. In the Job Properties window, select the **Finishing** tab.
3. Scroll down to Pad Printing.
4. Select **Enable Pad Printing**.
5. Enter **10** for **Job Copies per pad**. The number of copies can be set for 1-999.
6. Select **Offset pads**.
7. Enable **Add pad back cover**.



**Note:** The Add pad back cover option varies by device. When this option is enabled, the Back Cover Source option can be set.

8. If your print device supports the Add back cover option, set the **Back Cover Paper Source** by selecting the paper tray from the drop-down menu.
9. Select the **Media** tab and select the appropriate media options for your workflow.
10. Select **Print**.

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