

Great Expectations Brochures and Mentor Inserts

These instructions are for print alignment issues only!

The Problem

Since the brochure and the inserts are printed both front and back, some printers will not line up the columns to match on both sides. If this is the case when you print the documents it is due to a slight extra paper lead your printer requires at the leading edge of the paper as it is fed into the print mechanism.

The Solution

The most difficult way to fix this is to realign the printed copy to allow for this disparity according to your particular printer. Unless you are adept with desktop publishing software, this might be quite a challenge.

The second way is to print the front side of the document, noting the leading edge as it is fed through the printer. The second (back) printing must be inserted such that the same leading edge enters the printer. Although this will still create a slight offset of the print to one side of the page, the same amount of offset will occur on the back and the columns will align. The back of the document has been provided upside down so that this technique will work.

Trimming

Depending on the amount of the lead in your printer, you may have to trim the margin of one side of the print (the leading edge) to make it fold properly. Likewise the insert may result in one slightly wider insert which may also need extra trimming.