

Desktop Printer Test Sheet

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1) Open this page in your photo editing program. It should be 8 1/2 X 11 inches at 200 dpi. If your software change it, set it so that it is 8 1/2 X 11 inches.

2) Print this page. Look at your printer preferences or settings, if there is a setting for Center Page, select it.

On most desktop printers, all or some of the darker gray border won't print and the page will be centered. This is ideal, and you won't have to make accommodations in your layout.

If this page prints vertically offcenter, but the light gray area prints, you will have to accommodate this in your folding and trimming. For Example:

If this sheet prints with 3/8 inch at the top and 1/8 inch at the bottom, after printing the page you could:

- 1) Use the black line on the templates as a guide and trim each printed sheet to 8 X 10 1/2.
- 2) trim 1/4 inch off the top before folding;
- 3) fold the sheet at the center of the live area (here it is light gray), and when the booklet is gathered and stitched, trim the outside edge.

Using this sheet as the example, your final booklet would be either 4 1/4 X 5 3/8 or 4 1/4 X 5 1/4, slightly less than the theoretical 4 1/4 X 5 1/2.

If this sheet prints with less than an 8 X 10 1/2 live, print, area, here it is light gray, these templates will not work with your printer.

10 1/2 inches

8 inches