

Print Job Preparation

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Define the job

Document reference

Purpose

Copy count

Needed date

Print Job Preparation

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Specify the pages

Paper size

Page range

Orientation

Single or double sided

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Prepare the file

Final version

File format

Saved location

Special layout note

Print Job Preparation

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Confirm the output

Settings checked

Sample reviewed if printed

Difference observed

Next print action
