

Printing the Alternatives to Registration Chart

The Alternatives to Registration Chart has been created to fit on 11x17 inch paper, duplex printed, set-up to “open to the left.” The Chart and Notes have been prepared so the introductory notes section prints on the “back” of the Chart. When the Chart is folded in half, the Notes will be the “front” cover of an 8.5x11 inch “booklet” and the crease will be the left hand margin and the “binding” of the booklet. When the front cover is opened, the Chart is on the “inside” of the 11x17 inch single page.

We usually print the Chart on a high-speed, multi-functional device (MFD) that we access from the firm’s network. The MFD device is loaded with several different types of paper, including 11x17 inch paper. The MFD printing options are controlled from individual users’ PCs. When a user initiates the “print” command, the printer properties dialogue box appears on the user’s PC. The user may select/change various properties, including paper size (11x17 inches), page orientation (landscape), duplex printing (or print on both sides) and “duplex opening” to the left (or flip on short side). If individual users are not able to modify or select these printing options, your printer may lack the appropriate features or you may need to have your support staff make these printing options functional on your printer. If you are unfamiliar with the capabilities of an MFD or other printer and have questions, please contact your appropriate support staff for assistance.

We recommend using an MFD for printing because smaller convenience printers typically do not have 11x17 inch paper stored in them and may not have the features necessary to print the Chart properly. Most convenience printers support duplex (or double-side printing). Typically, users will be required to hand feed the 11x17 page twice – printing on one side of the page on each pass – to get the desired duplex outcome. Feeding the paper improperly on the second pass can result in a booklet with upside down pages. This is the result of operator error that is remedied by changing the orientation of the paper for the second pass.

We hope these tips make the printing of the Chart easier for all.