Printer settings for printing God's Calendar from a pdf:

- 1. Press Control-P to open the printer pop-up menu.
- 2. Select the printer that can print in colour.
- 3. Click Properties.
- 4. Under the Basic Tab, select 11"x17" size, Landscape orientation, booklet Magazine, staple 2 in center, and colour, as per the screen shot below.

Ricoh Aficio MPC4501 Colour Properties				
Frequently Used Settings Detailed Set	tings Configuration/About			
Current Setting	One Click Preset List:	Job Type: ③ Normal Print ▼ Details		
	Factory Default	Document Size: 11" x 17" ▼ Orientation Portrait Print On: Some ap Orieinal Size		
	Calendar&needF	Paper Type: Input Tray: Implicit Plain & Recycled Implicit Tray Select		
Document Size: 11" x 17" Print On: Same as Original Size Reduce/Enlarge: Eit to Print Size	Calendar pdf edge	Layout: Page Order: Off V Off V O		
Fit to Frint Size	N	Booklet:		
Settings Summary		Conter		
Register Current Settings	Expand list >> Manage	Color/Black and White: Color Color		
		OK Cancel Help		

5. Find the Tab that has the check box for Edge to Edge Print, and check the box, as per the screen shot below.

requently Used Settings Detailed Setti	ngs Configuration/About		
Current Setting Calendar pdf edge to edge Document Size: 11" x 17" Print On: Same as Original Size Reduce/Enlarge: Fit to Print Size	Menu: Menu: Job Setup Basic Paper Cover/Slip/Designate Cover/Slip/Designate Cover/Slip/Designate Cover/Slip/Designate Cover/Slip/Designate Print Quality:Standard Print Quality:Standard Print Quality:Advanced Effects	2 Sided/Layout/Booklet	Restore Defaults Page Order:
Fit to Print Size			
Settings Summary			
Register Current Settings			

6. Optional, to save these settings for printing calendars in the future:

Click "Register Current Settings", enter a name (e.g., "Calendar"), and click OK in the current Register window.

- 7. Click OK in the current Printer Properties window.
- 8. Select the number of copies, and then click Print in the current Print window!