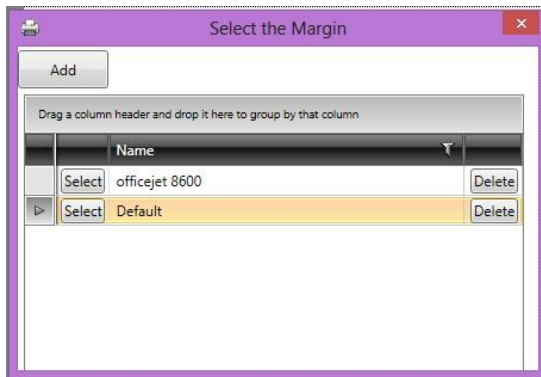


When you first create and print your projects in Lifelong Publisher you may need to “tell” the software program where to locate the print on the paper for your specific printer. This is a one time task and once you have done this you shouldn’t have to do it again.

To start this process you will need to open your project you are working on.

At the top of the screen you will see a Down Arrow under the Printer Icon. Click on it and you will be presented with a drop down menu. Click on the **Print Layout** command.



Lifelong Publisher allows you to define Print Margins for different Printers you may have. For example, many funeral home now have more then on printer they use. You can set the margins for a specific printer and it works fine. Than one day you send your print to a different printer and the print may not align properly. It is not uncommon for printers to have different margin settings. Therefore, instead of making you change the margins each time you print you can set these margins ahead of time for each printer and when you go to print you can just select the print margins you wish to use. For this tutorial we will assume that you just have one

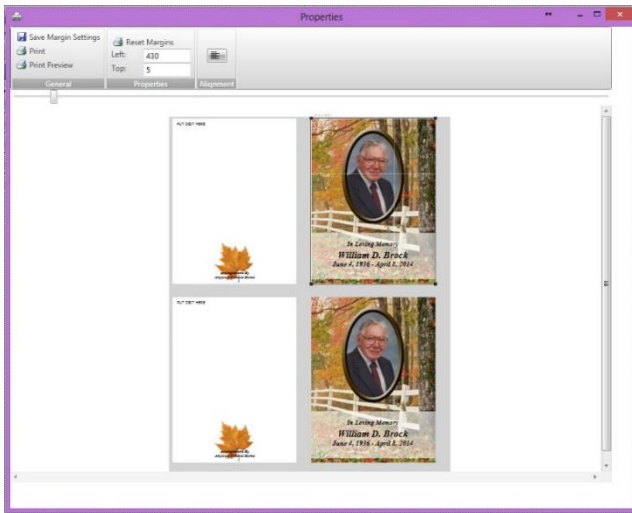
printer. So for this you would just click on the **Select** button next to the **Default** option.



The following screen will than appear:

Lifelong Publisher operates on a credit basis. You receive credits when you purchase products from Lifelong Memories. When you print in Regular mode it will use the credits you were provided. When you print in Draft mode it will not use your credits but will place a watermark on your prints. To keep from using your credits for test printing select the **Draft** mode button. The next screen will then be displayed.

## How Do I Align My Print to my Printer?



This screen is used to tell Lifelong Publisher where to place the print on the paper. Using your mouse place your mouse pointer on top of one of the positions and click your left mouse button. You will notice two things. First a black outline will show the position you selected. Secondly and more important it will show two numbers



It will show you a Left number and a Top number. This represents the position where that print will be placed. To move a print position you would simply replace the numbers. For example, if you make the top number larger it would move the position down. If you make it smaller it would move the position up. For the left number if you make the left number larger it would move the position to the right and

making it smaller would move it to the left.

If you haven't already, make a test print so you can determine what and how much has to be moved. For example, lets say you needed to move the entire print to the left  $\frac{1}{4}$ ". The numbers displayed are pixels but is close to actual measurements. So all you would do is click on each position and subtract 25 from each of the left numbers. You should see the actual position move as you change it. Once you have made the print position number changes click on the **Save Margin Settings** at the top of the screen and make another test print. Repeat this process until you have the print aligned to your paper.

Once you are happy with the print position on your paper click on each position and write down both numbers for each position. Close this screen and because this example is a service folder that has two sides you have to also change the print margins for the other side of the folder. Click on the second side of your folder project. Click on the PRINT Margins command under the Printer icon and change each print position numbers to match the numbers on the first side of the folder that you wrote down. Then click on the Save Margin Settings command and close that screen.

***This completes this process***