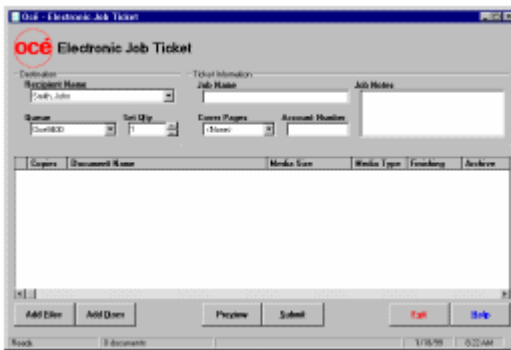
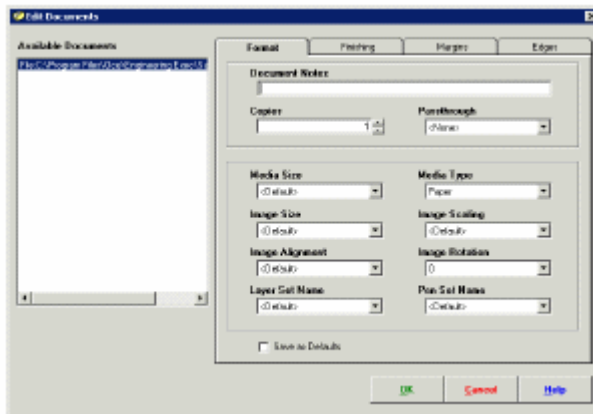


# How to setup a Z-Fold on the PC based Electronic Job Ticket

1. Open your Electronic Job Ticket and add the documents that you would like printed.



2. In the gray area of the job ticket **RIGHT** mouse click for more options. You should see a drop down menu. Select Edit Documents. Once this screen comes up you can select the tab Format to setup your media size and media type (B ANSI for Z-Fold). Then click **OK**.



3. Now select the finishing tab. In the finishing drop down menu select Z-Fold. Underneath that there is a Binding Edge area. In this area type 1.2 (MAX). You can now click **OK** and return to the job ticket. You are ready to print your Z-Folded print request.

