

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

1. Open your Electronic Job Ticket and add the documents that you would like printed.
2. After you have added your documents to the Job Ticket, go to the right of the page and select **Job Formatting**.

Job Formatting | J

3. Select **Formatting**.

Formatting |

4. Next to **Media size** select **B ANSI**.

Media Size: <Default>
Image Size: A2
Image Alignment: A3
A4
B ANSI
B ARCH

5. In The drop down menu for **Image size** also select **B ANSI**.

Image Size: <Default>
Image Alignment: A1
A2
A3
A4
B ANSI

6. Then press apply at the bottom of the page.

7. Still under **Job Formatting** select **Finishing**.

g | Finishing | Ma

8. You will also see another drop down menu that says **Finishing**.

Select Z-Fold in this menu.

Finishing: Z Folded
Folding Binding Edge: <Default>
Flat
Folded
Fold Afnor
Fold Ericsson
Z Folded

9. Then press apply at the bottom of the page.

10. Still under **Job Formatting** select **Finishing**.

11. You will see a box that says **Folding Binding Edge**. Type in **1.5**

Folding Binding Edge: 1.5

Then press apply at the bottom of the page.