

# Cal Poly Art and Design

## Printing Project: Xerox 7500 | Adobe InDesign | 11" x 17"

Basic steps to configure the Xerox 7500 color laser printer for printing on Tabloid (11" x 17") paper.

Written By: Art Tech



## Step 1 — Select Printer




- Select **File>Print** to start the process.
- From the Print Dialog Window, select the correct printer: **Xerox 7500DT**.

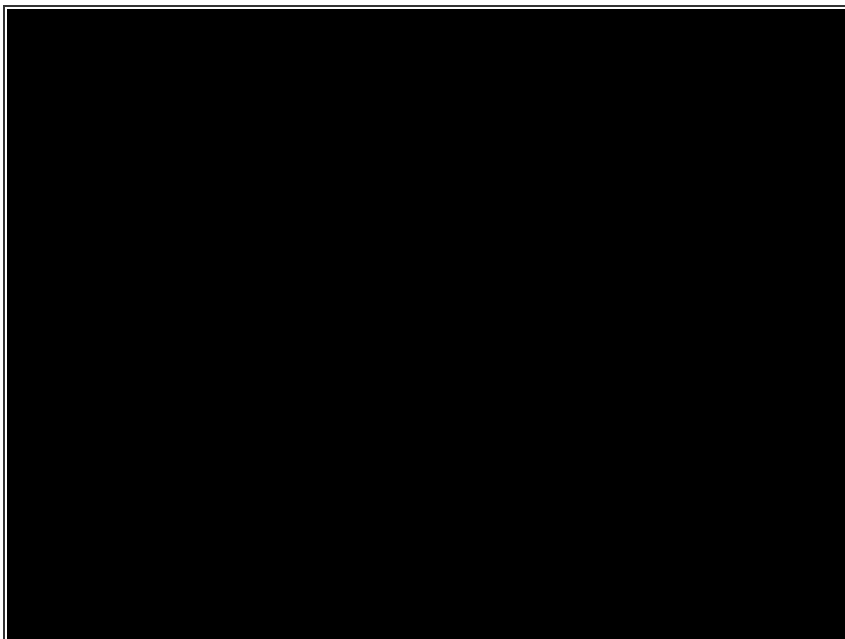
## Step 2 — Select Paper Size & Orientation



- From the left menu, select **Setup**, and then select **Tabloid (11" x 17")** from the **Paper Size** drop-down list.
- Verify/Select **Portrait** (vertical) or **Landscape** (Horizontal), and verify the orientation looks correct in the Preview window.

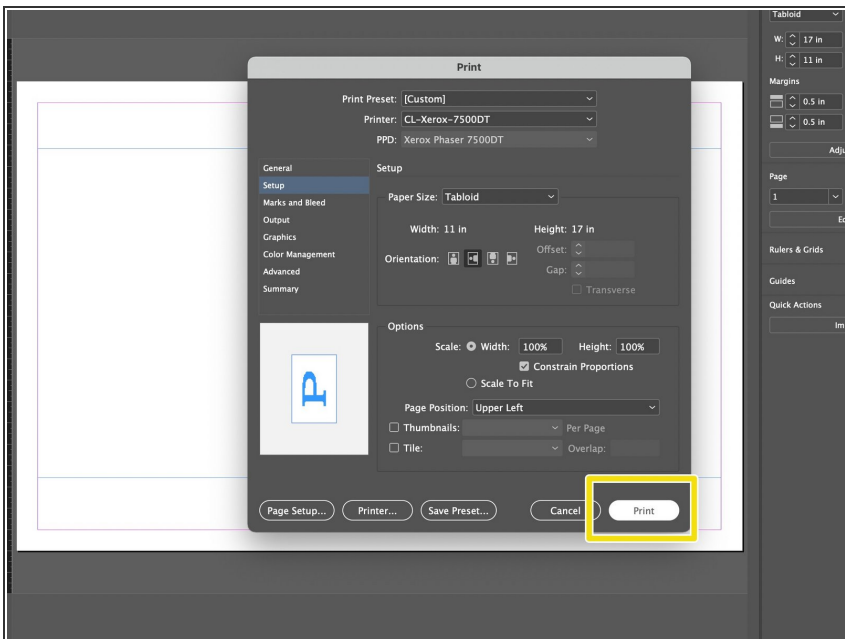
 Only select from the 2 sizes of paper loaded: **Letter** (8.5" x 11") or **Tabloid** (11" x 17"). *Selecting other paper sizes will result in an error, and nothing will print.*

## Step 3 — Verify Print Settings



- Select the **Printer** button at the bottom of the Print Dialog Window.
- In the **Printer** window, click on the **Layout** drop-down menu, and Select **Xerox Features**.
- In the **Xerox Features** menu, verify **1-Sided Print**, or change to **2-Sided Print** as needed.
- While in the **Printer** window, verify the number of copies, and verify if all pages should be printed, or change the range of pages to print.

## Step 4 — Print!



- With the above settings selected/verified, click **Print** at the bottom of the main Print Dialog Window to send the job to the printer.

