COPIERGUIDE / MACHINE DEMO

11 x 17 duplex test

FRONT / PAGE 1

TOP

Ledger or Tabloid | Portrait | Actual size (100%) | Long-edge flip

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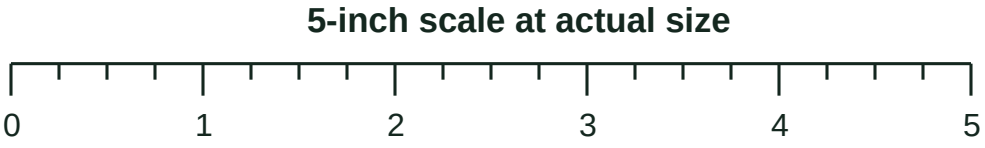
Print these two pages on one sheet.

Select an 11 x 17 tray. Turn off Fit to Page and automatic substitution.

5-inch scale at actual size





Check the output

Scale
Measure both rules from 0 to 5. Each should be 5 inches.

Clipping
The border lines sit 1/8, 1/4 and 1/2 inch from every edge.

Alignment
Hold the sheet up to light and compare the four cross targets.

Orientation
Flip along the long edge. The back's TOP arrow should point up.

Use the stock and tray you plan to buy.

Dealer / machine: _____

Tray / paper weight: _____

COPIERGUIDE / MACHINE DEMO

11 x 17 duplex test

BACK / PAGE 2

TOP

Ledger or Tabloid | Portrait | Actual size (100%) | Long-edge flip

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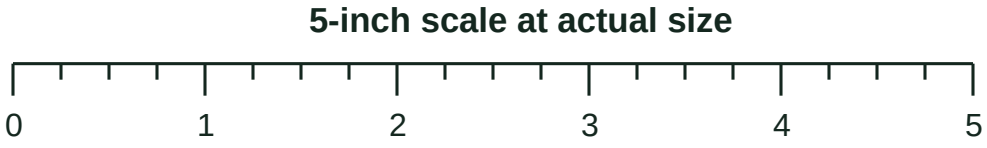
Scan this printed sheet from the document feeder.

Choose 11 x 17 and two-sided scanning. Open the resulting PDF.

5-inch scale at actual size



5-inch scale at actual size



Check the scan

Page count
The file should have two pages with FRONT followed by BACK.

Page size
Verify 11 x 17 in PDF properties and check for missing edge marks.

Orientation
Both labels should read upright. Check the back in the viewer.

Delivery
Open the file from the folder or app your team will actually use.

An 11 x 17 PDF can still have cropped edges.

Scan destination: _____

Issues to resolve: _____