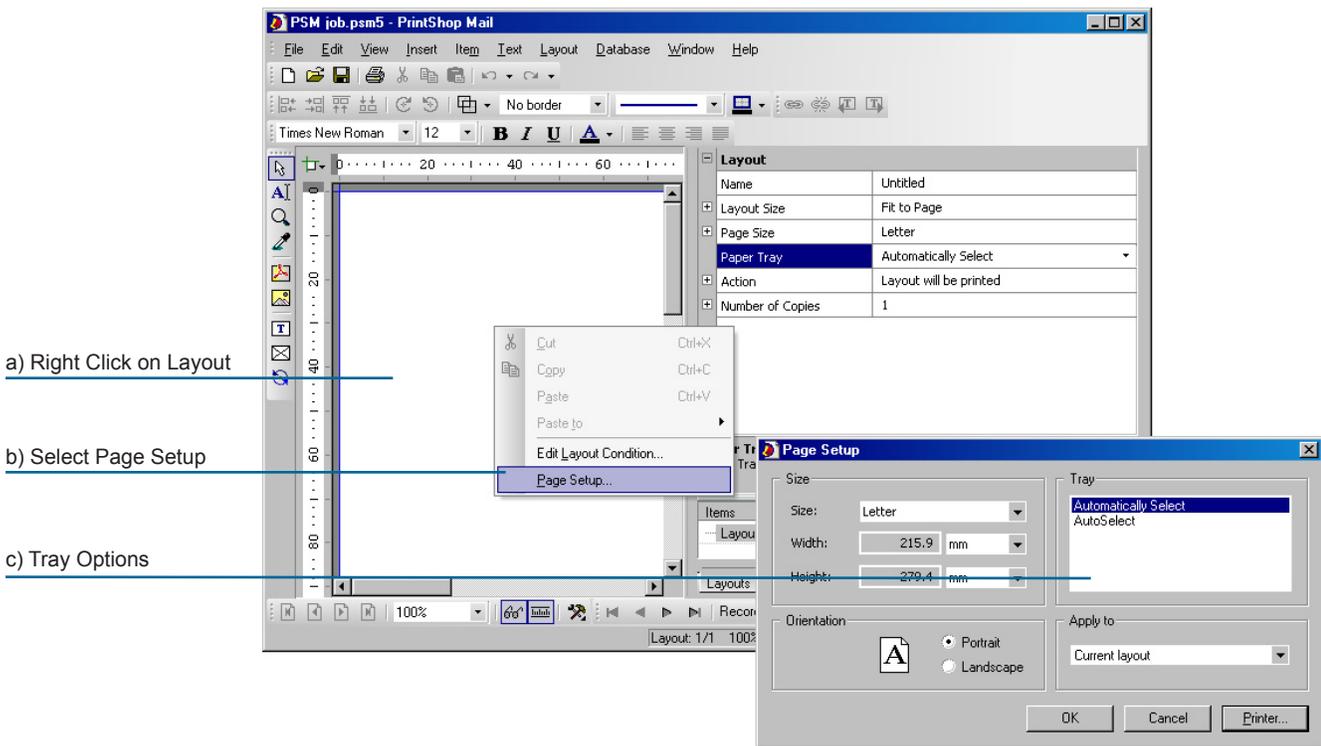# Tray Selection

Selecting trays in PrintShop Mail 5.x version for Windows differs from previous versions. It directly communicaties with the printer driver. This ability offers the option to use the printer specific settings, like range stapling or binding within a multi-page documents.

To select a tray do the following:

1. Click with the **right mouse button** on the **layout** and the Window for the **Page Setup** will appear:

a) Right Click on Layout
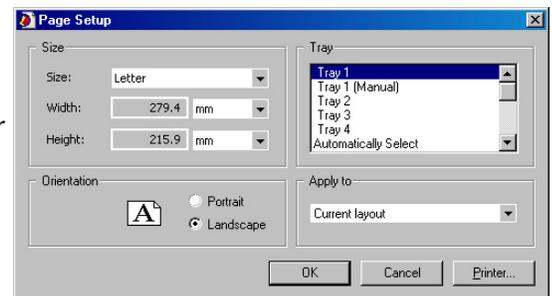
b) Select Page Setup

c) Tray Options

For this printer there are two options available:
- Automatically Select
- AutoSelect

If your printer supports **more trays** but they are not available in this **Page Setup Window,** you can follow the procedure that is written on the **next page**.
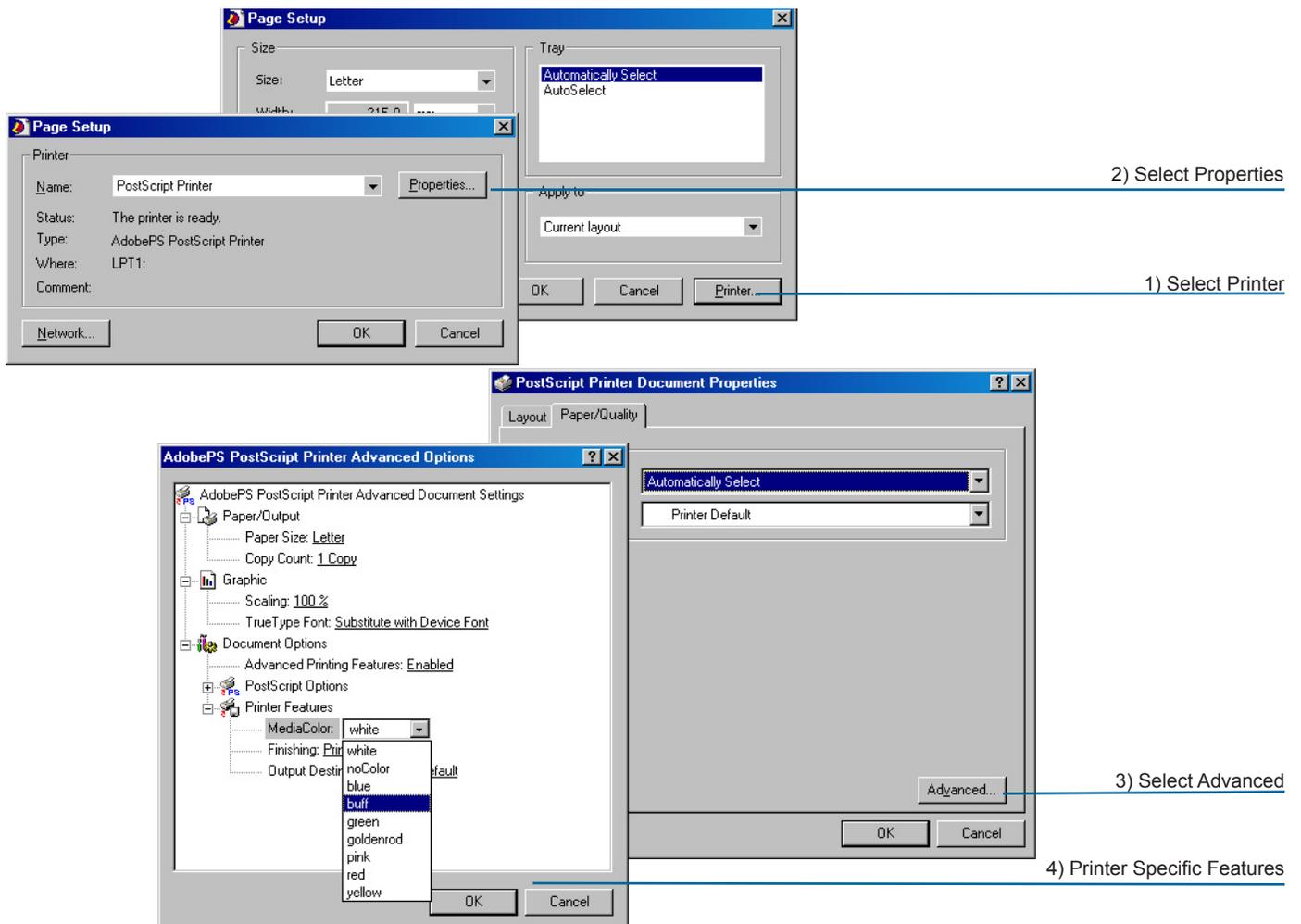
Regular you would see a Page Setup Window as on the right with the different trays. However the content of a PPD (PostScript Printer Description) file determines what will be shown in the dialogs.

Use the following steps to select a tray in the advanced properties of the driver:

1. In the **Page Setup** dialog (see previous page) select **Printer**
2. Select in the next window **Properties**
3. Select in the **PostScript Printer Document Properties** dialog the opition **Advanced**
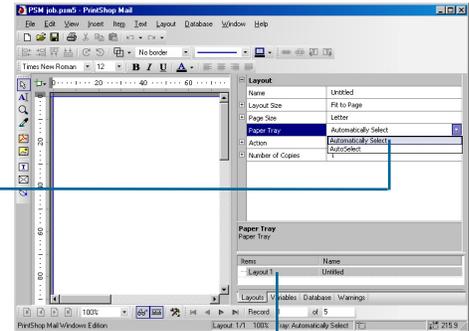4. In the **PostScript Printer Advanced Options** dialog you can select the **Printer Features** for **tray selections**

Note: The options are printer dependent, the below images are an example.

2) Select Properties

1) Select Printer

3) Select Advanced

4) Printer Specific Features

Note: The options above must be repeated once for each layout, if each layout needs a different tray (see next page to select multiple layouts for a papertrays).

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Be aware that in the Properties Panel: Layout > Paper trays > "Default" or "Automatically Select" may show even though the trays are selected in the Advanced Properties.
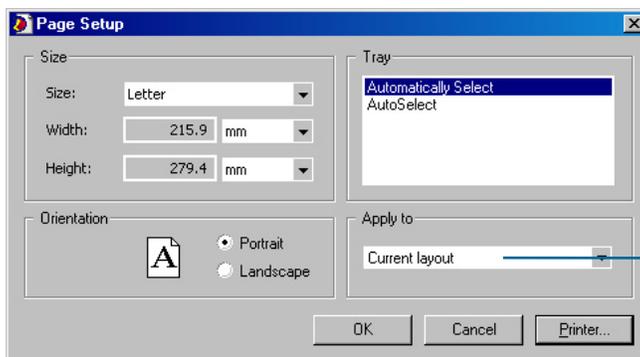
Properties for Tray Selection(s)

In PrintShop Mail you can also select a tray for multiple layouts:

1. Go to the **Page Setup** dialog again (see previous pages) and make a selection:
   - *Current layout* = Layout or layouts selected in Properties Panel
   - *This point forward* = Current layout and all layouts below it
   - *Whole document* = All layouts in the job

Select Layout(s)

Tray selection for the Layout(s)