

# PrintShop Mail - Win 5.0

## Layout Properties

PrintShop Mail (PSM) allows for the use of mixed page sizes and orientation in a single job. Mixed-plex (simplex/duplex) options are also available.

<b>Properties Panel</b>	Name:	Allows the naming of the layout
<b>Layout Properties:</b>	Layout Size:	Selection of template size
	Page Size:	Selection of the output page size
	Paper Tray:	Tray selection
	Action:	Expression formula window
	Number of Copies:	Can be used to print multiple copies based on database field number values

Layout	
Name	Untitled
+ Layout Size	US Letter
+ Page Size	Letter
Paper Tray	Automatically Se
+ Action	Layout will b...
+ Number of Copies	1

**Setup job for a specific printer: File > Page setup > Printer > select printer > OK > OK.**

### How do I create a multi-page template?

Job with multi-page PDF:

**File > New > Blank document > Insert > PDF.**  
(PSM automatically adjusts to the PDF's properties)

Job with single page EPS/PDF templates:

**File > New > Blank document > Layout > Size > select size > OK.**

Add additional template pages:

**Layout > Insert.**

Insert single page template:

Highlight **Layout#** in the **Properties Panel: Items** window.  
**Insert > PDF** (for PDF) or **Insert > Static Image** (for EPS).

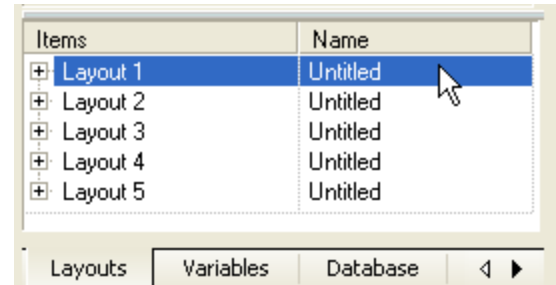
### How does mixed-plex work?

Each layout in the job will need to be setup one time for the simplex/duplex option.

### Adjust for simplex/duplex settings:

- 1) Highlight a **Layout#** in the **Properties Panel: Items** window.
- 2) **File > Page setup > Printer > select printer > Properties.**
- 3) Printer **Document Properties** window will show duplex options (flip on long edge, etc). Select an option (based on PPD) > **OK > OK > OK.**  
*If the options are not there, select **Advanced > Advanced Option: Duplex** or **Print Method** to get to the duplex options.*  
Select option > **OK > OK > OK > OK.**

Repeat this process for each **Layout#**.



Items	Name
+ Layout 1	Untitled
+ Layout 2	Untitled
+ Layout 3	Untitled
+ Layout 4	Untitled
+ Layout 5	Untitled

Layouts    Variables    Database    < >

### Assign the same layout settings for multiple layouts:

Multiple layouts can be selected by holding the Ctrl or Shift keys and "clicking" the left mouse button.