

REIMAGE®

Determining straight vs. reverse carbonless multi-part forms

How do I know if I need straight or reverse collated carbonless paper?

Before you can print, you need to make sure that you order the right type of multi-part carbonless forms. The way the carbonless laser paper will travel through your printer - how your printer pulls the paper and then outputs it - will determine which you need.

Why? Because there are special coatings on the paper that allow the transfer of writing through the layers, but the transfer can only work when the paper is in the correct sequence. Some printers will flip paper during the printing process and some will not, so testing your printer's output will determine the type of multi-part forms you should buy.

To know which type of collation you need, you must determine how your printer inputs & outputs paper. **We recommend the following test for a single-sided document.** (Please see the back for double-sided documents.)

1. Draw a hand-written X on a sheet of paper.
2. Place that sheet into the printer tray you plan to use for your carbonless forms and make a note of which way you put it in. Did you put it in with the X face up or face down? Make a note: "I put the paper in face ____, so that's the input."
3. Print a single, one-sided page from a Word doc with the word "test" on it. Make sure you use the same printer tray as your X doc.
4. Observe how the printed sheet comes out of the printer and sits on the output tray. Make a note: "The paper was face ____ on the output tray, so that's the output."
5. Note: the hand-written X and the printed word "test" must be on the same side of the paper for this test to work properly. If they come out on opposite sides, start over and on step #2 place your sheet in the tray the opposite way you did the first time. Record your results again.
6. Take your notes and follow through the table below to determine if you need straight or reverse collated multi-part forms.

Output test results:



Face up output

or



Face down output

Use your notes from the steps above to determine the forms you need:

Paper Input	Printer Output	What Forms You Will Need
Face up	Face up	Reverse collated forms
Face up	Face down	Straight collated forms
Face down	Face down	Reverse collated forms
Face down	Face up	Straight collated forms



Instructions for printing a double-sided document

Collation for a double-sided document always has a different output than a single-sided document because printers typically print the second side first. We recommend the following test for a double-sided document.

1. Draw a hand-written X on a sheet of paper.
2. Place that sheet into the printer tray you plan to use for your carbonless forms and make a note of which way you put it in. Did you put it in with the X face up or face down? Make a note: "I put the paper in face ____, so that's the input."
3. Print one double-sided page from a Word doc with the word "front" on one side and "back" on the second side. Make sure you use the same printer tray as your X doc.
4. Observe how the printed sheet comes out of the printer and sits on the output tray. Make a note: "The paper was face ____ on the output tray, so that's the output."
5. Note: the hand-written X and the printed word "front" must be on the same side of the paper for this test to work properly. If the X comes out on the same side as the printed word "back," start over and on step #2 place your sheet in the tray the opposite way you did the first time. Record your results again.
6. Take your notes and follow through the table below to determine if you need straight or reverse collated multi-part forms.

Output test results:



Face up output

or



Face down output

Use your notes from the steps above to determine the forms you need:

Paper Input	Printer Output	What Forms You Will Need
Face up	Face up	Reverse collated forms
Face up	Face down	Straight collated forms
Face down	Face down	Reverse collated forms
Face down	Face up	Straight collated forms