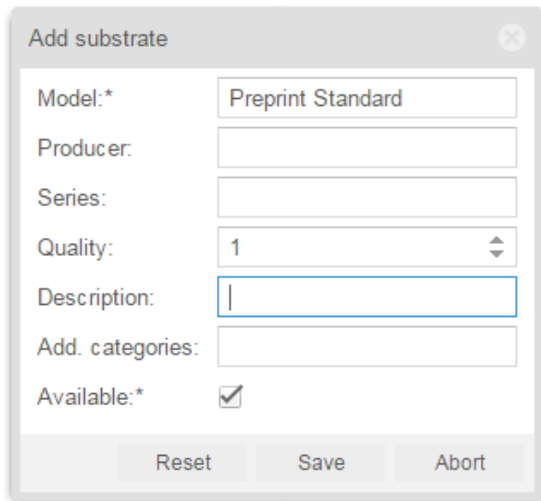# Creating a new paper (substrate)

1. In the top bar of the Console, click the **Resources** tab.
2. Under **Resources**, select **Paper Stock**.
   Note: The **Paper Stock** table is divided into three columns **Substrate**, **Weight**, and **Format**. When you define a new paper, follow the order of these tabs.
3. To define a new substrate, in the **Substrate** column, click the **Add new** ✚ button.
4. In the Add Material dialog box that appears, in the **Model** box, type `Preprint standard`.

5. Click **Save**.
   A new substrate appears in the **Substrate** column.
6. Select the new paper (substrate), and in the **Weight** column, click the **Add new** ✚ button.
7. In the Add Weight dialog box that appears, in the **Weight** box, type `80`.
8. In the the **Price per 100kg** box, type `80`.
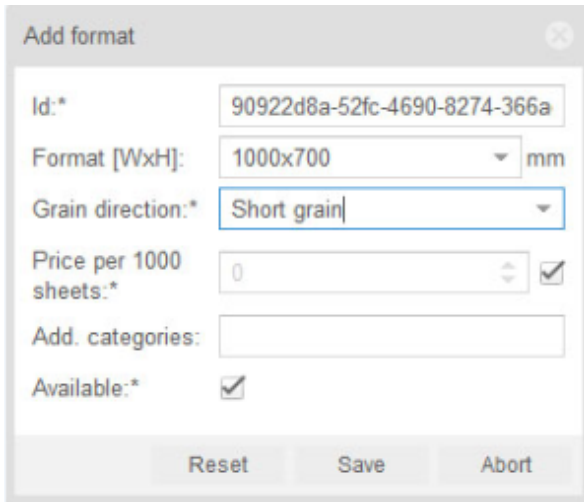   **Note:** For the most effective calculation any costing information should be entered.

9. Click **Save**.
   You have now created one weight-entry for your substrate.

10. Select the new weight entry and in the **Format** column, click the **Add new** ➕ button.
11. In the **Format** box, type `1000x700` (The longer side should always appear first).
12. In the **Grain direction** list, select **Short grain**,

13. Click **Save**.
    A new format appears in the **Format** column.
14. To save all changes, in the lower-right part of the screen, click **Save**.
15. In the confirmation message that appears, **Media were saved**, click **OK**.
16. You have created a new paper (substrate), a new weight for that substrate, and one format for that weight for that substrate.