
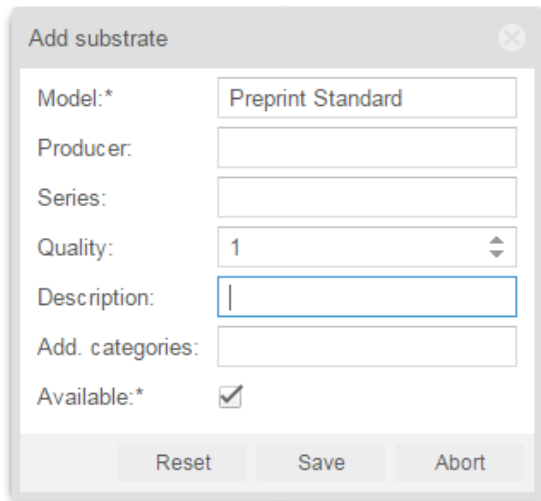



# Creating a new paper (substrate)

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`.



The 'Add substrate' dialog box contains the following fields and controls:

- Model:\***: Text input field containing 'Preprint Standard'.
- Producer:**: Empty text input field.
- Series:**: Empty text input field.
- Quality:**: Spin box with '1' selected.
- Description:**: Empty text input field.
- Add. categories:**: Empty text input field.
- Available:\***: Checkmark button (checked).
- Buttons at the bottom: **Reset**, **Save**, and **Abort**.


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 **Price per 100kg** box, type 80.  
**Note:** For the most effective calculation any costing information should be entered.

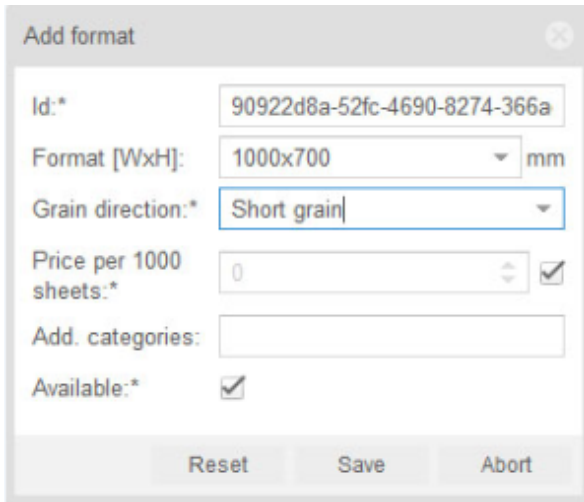


The 'Add weight' dialog box contains the following fields and controls:

- Weight [g/m²]:\***: Spin box with '80' selected.
- Thickness [µm]:**: Spin box with '0' selected.
- Price per 100kg:\***: Spin box with '80' selected.
- Add. categories:**: Empty text input field.
- Available:\***: Checkmark button (checked).
- Buttons at the bottom: **Reset**, **Save**, and **Abort**.

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**,



Id:\* 90922d8a-52fc-4690-8274-366a

Format [WxH]: 1000x700 mm

Grain direction:\* Short grain

Price per 1000 sheets:\* 0 ☒

Add. categories:

Available:\* ☒

Reset Save Abort

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.