

Ad Hoc Committees

The Board appoints ad Hoc committees as needed. The Board approves appointees to committees and is responsible for all committees and their activities.

Custodian of the Society Printer

The Director of Publications may also be the Custodian of the printer, as was the case for several years. Separating the printing tasks from creating the newsletter allows the Newsletter Editor to focus on the quality and content of the newsletter and the Printer Custodian to be familiar with operating the printer. It is important to have the Society printer fairly centrally located for convenience in getting printed products and to place it with someone who has room to house it. The Printer Custodian has physical custody of the Society HP color Inkjet CP1700 printer and printing supplies. Responsibilities include printing all Society printed materials, ordering supplies, and maintenance of the printer. If the Director of Publications does not have the Society printer, the Director e-mails the file to the Custodian who prints and mails the few copies we send to other societies etc.

Printing:

- The 12-page Instructions for printing with the HP Inkjet CP1700 was written by Doreen Johnson.
- Custodian orders all supplies for the printer and other publication projects (ink cartridges, paper, labels, business cards, new-member folders, banner paper, etc.).
- Custodian prints Society materials as needed, e.g.:
 - The Society brochures –to requester
 - Applications for membership – give to Director of Membership
 - Annual member surveys – give to Director of Membership
 - New-member folder s – give to Director of Membership
 - Visitor Information Handouts, sign-in sheet, & visitor name tags – give to Director of Membership or Greeter Coordinator
 - Member name tags, pre-printed with the Society’s logo on business-card stock – give to Director of Membership
 - Materials needed for seminars (brochures, announcements, donor thank-you letters, lists of donors, raffle info – give to Seminar Chair
 - Materials needed for the ‘booth’ at the Island County Fair or elsewhere – give to Outreach Committee
 - Special labels (mailing, return address, etc.) – to requester.

Recipients of GSSWI Printed Newsletter via mail

Washington State Genealogical Society
P.O. Box 1422
Olympia, WA 98507

Island County Historical Society
P.O. Box 305
Coupeville, WA 98239

Oak Harbor Library
1000 SE Regatta Drive
Oak Harbor, WA 98277

Skagit Valley Genealogical Society
P.O. Box 715
Conway, WA 98230

Freeland Library
P.O. Box 1357
Freeland, WA 98260

Whidbey Island Genealogical Searchers
P.O. Box 627
Oak Harbor, WA 98277

Senior Services of Island County
14594 SR 525
Langley, WA 98260

Langley Library
P.O. Box 365
Langley, WA 98260

Coupeville Library
P.O. Box 745
Coupeville, WA 98239

Allen County Public Library
P.O. Box 2270
Fort Wayne, Indiana 46801

Plus: any active GSSWI member without an e-mail address.

Printer Custodian - Duties

1. Uses and cares for the HP Color Inkjet CP1700 printer
2. Orders supplies for the printer as well as for other publications
3. Prints address labels for members without e-mail
4. Prints and assembles all items in the blue folder (for new members)
5. Prints GSSWI designed nametags and membership cards and gives to the membership director
6. Prints GSSWI brochure for distribution to libraries, senior centers, etc.
7. Provides sample newsletters (to give-away) for the Island County Fair
8. Prints miscellaneous items for the society
 - Special banners as needed
 - Special materials for our semi-annual seminar (e.g. brochures, announcements, thank you letters to donors, lists of donors, raffle information, return address labels, etc.)
 - Special materials for the Island County Fair (e.g. genealogies of famous people, signs for the building, signs for any displays, etc.)
 - Special materials as needed (e.g. tickets for the raffle, bid sheets for the silent auction, etc.)

Table of Contents

1. Items that go with the printer	Page 2
2. Other items that go to the Printer Custodian	Page 2
3. HP Color Inkjet CP1700 (Wide format) Information	Page 2
4. Newsletter Supplies	Page 3
5. How to: align the printheads, clean the print heads or calibrate the color on the HP Color Inkjet CP1700 printer	Page 5
6. Printing the Blue Folder Information	Page 7
7. How to print the newsletter snail mailing labels for people without e-mail.	Page 8
8. How to print membership name tag blanks	Page 9
9. How to print membership name tags	Page 10
10. How to Print Banners	Page 11

1. Printer Items that to the next Printer Custodian:
 - HP Color Inkjet CP1700
 - USB Printer cable
 - Printer book and CD
 - Any extra printer cartridges (black, magenta, yellow, cyan)

2. Other items that go to the Printer Custodian
 - Any extra paper supplies (white, color, banner, etc.)
 - Address labels
 - Nametag and membership card stock
 - Scotch tape
 - Stamps
 - Newsletter CD's
 - Misc. newsletter files

3. HP Color Inkjet CP1700 (Wide format) Information
 - The HP Color Inkjet CP1700 was purchased on May 10, 2004 for \$199.00 (+ shipping and handling) through e-bay from www.internetishop.com
 - The invoice and additional information is found in the file called: WideFormatPrinterInfo.doc
 - The receipt is found in a file called: WideFormatPrinterReceipt.doc

4. Newsletter supplies

- Supplies can be ordered from:

WEBSITE	UserID (if needed)	password	General Info
www.hp.com (Hewlett-Packard website)		Gsswi09	
www.officesupply.com/ (Note: membership information can be found in OfficeSupplyComMembershipInfo.doc)	Userid: doreenq@aol.com Gene Society printer supplies	gsswi09	fast, reliable, no shipping costs for orders of \$50 or more, no sales tax
www.Staples.com	Userid: doreenq@aol.com Gene Society printer supplies	Gsswi09	fast, reliable, no shipping for orders of \$50 or more, (but haven't been able to get registered as a non-profit (tax free) organization.)
<u>Staples stores</u>			If you take an old cartridge to a Staples store, they will give you a coupon for \$3.00 off on your next cartridge. For printer cartridges this is probably the best deal.

- The HP Inkjet CP1700 Printer uses the following **ink cartridges**:

		HP #	Price and product # at officesupply.com	Price at Staples.com
Black:	Approx. 1430 pages	HP 10	35.99 (#C4844A)	33.99 (#HEWC4844A)
Cyan:	Approx. 1750 pages	HP 11 (check for specific color)	34.99 (#C4836AN)	33.99 (#HEWC4836AN)
Magenta:	Approx. 1750 pages	HP 11 (check for specific color)	34.99 (#C4837AN)	33.99 (#HEWC4837AN)
Yellow:	Approx. 1750 pages	HP 11 (check for specific color)	34.99 (#C4838AN)	33.99 (#HEWC4838AN)

- The HP Inkjet CP1700 Printer uses the following **printheads**:

Type	Approx. # of pages	HP #	officesupply.com # and price	Staples # and price
Black:	16,000 pages	HP 11 (check for specific color)	33.99 (#C4810A)	33.99
Cyan:	24,000 pages	HP 11 (check for specific color)	33.99 (#C4811A)	33.99
Magenta:	24,000 pages	HP 11 (check for specific color)	33.99 (#C4812A)	33.99
Yellow:	24,000 pages	HP 11 (check for specific color)	33.99 (#C4813A)	33.99

- **Paper supplies:**

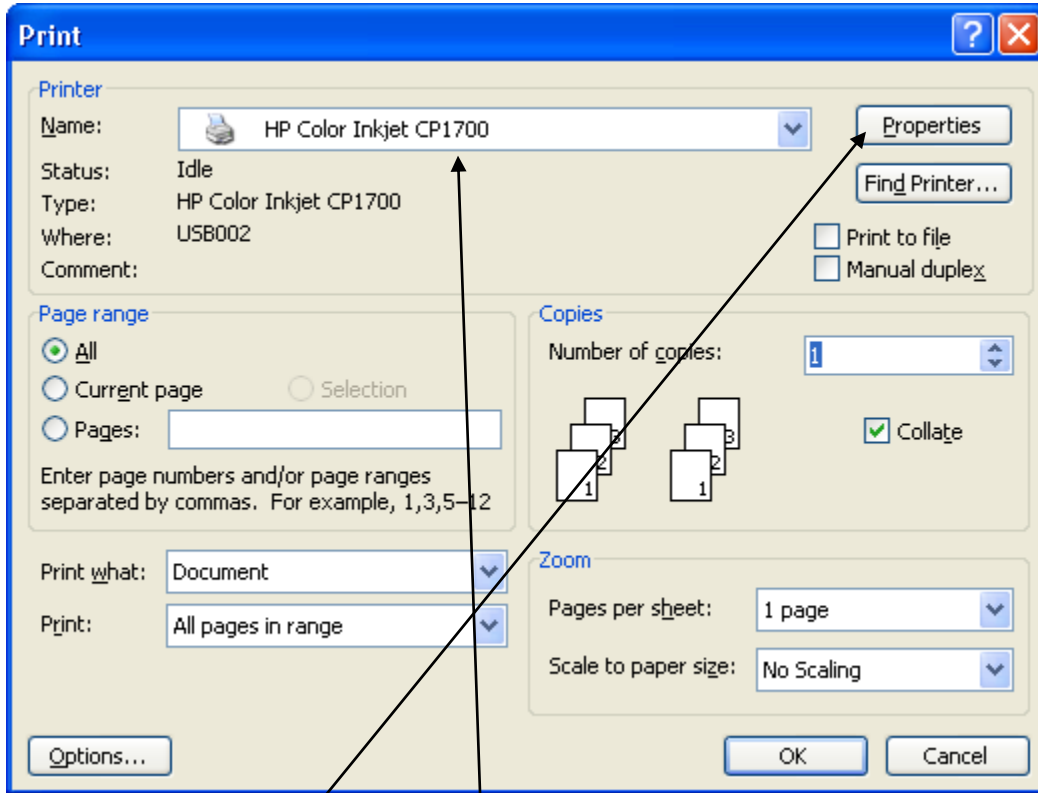
Type	officesupply.com	Staples	Notes
Staples Printing Paper, 8 1/2 x 11, 24 lb., 97 Brightness		29.98 per half case (5 reams)	This is what I've been using lately for virtually all printing jobs.
Wausau Astrobright paper, 8-1/2" x 11", 24-lb, numerous colors available	(#WAU22521) (This number (lunar blue) will get you to the entire list of available colors) \$11.44-\$13.04/ ream, depending on color	????	
Hammermill Color Copy Paper, 8-1/2"x11", 28 lb., 96 Brightness	(#HPG102467) 10.98 per ream	9.89 per ream	
Hammermill Color Copy Paper, 11"x17", 28 lb., 96 Brightness	(#HPG102541) 23.99 per ream	23.35 per ream	No longer used since we send newsletters by e- mail.

- Other Supplies

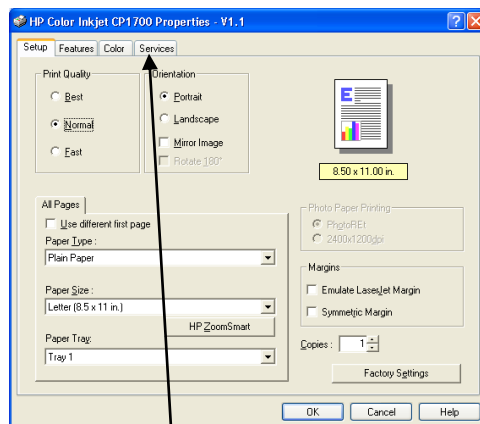
Blue Folders: Oxford Twin-Pocket Portfolios, Light Blue, 25/Box
Address labels: Avery 8160 ink jet address labels, 1" x 2-5/8" white
USB Cable: C6518A

5. How to: align the printheads, clean the print heads or calibrate the color on the HP Color Inkjet CP1700 printer

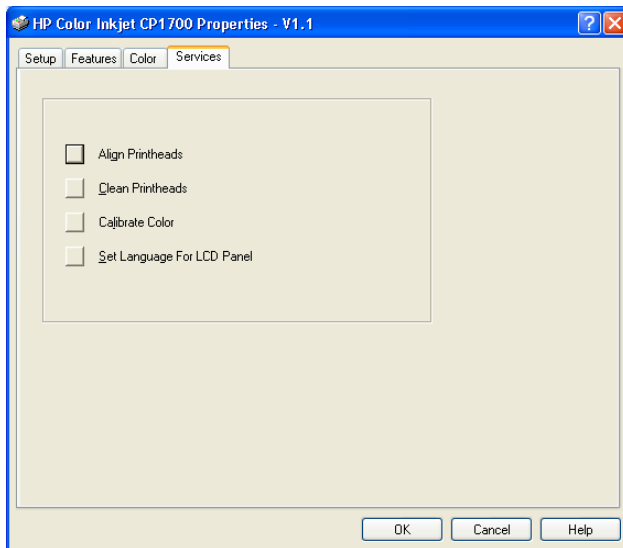
- Open up Word to a new document
- Press File
- Press Print



- Make sure the CP1700 printer selected
- Click on Properties



- Click on the Services Tab



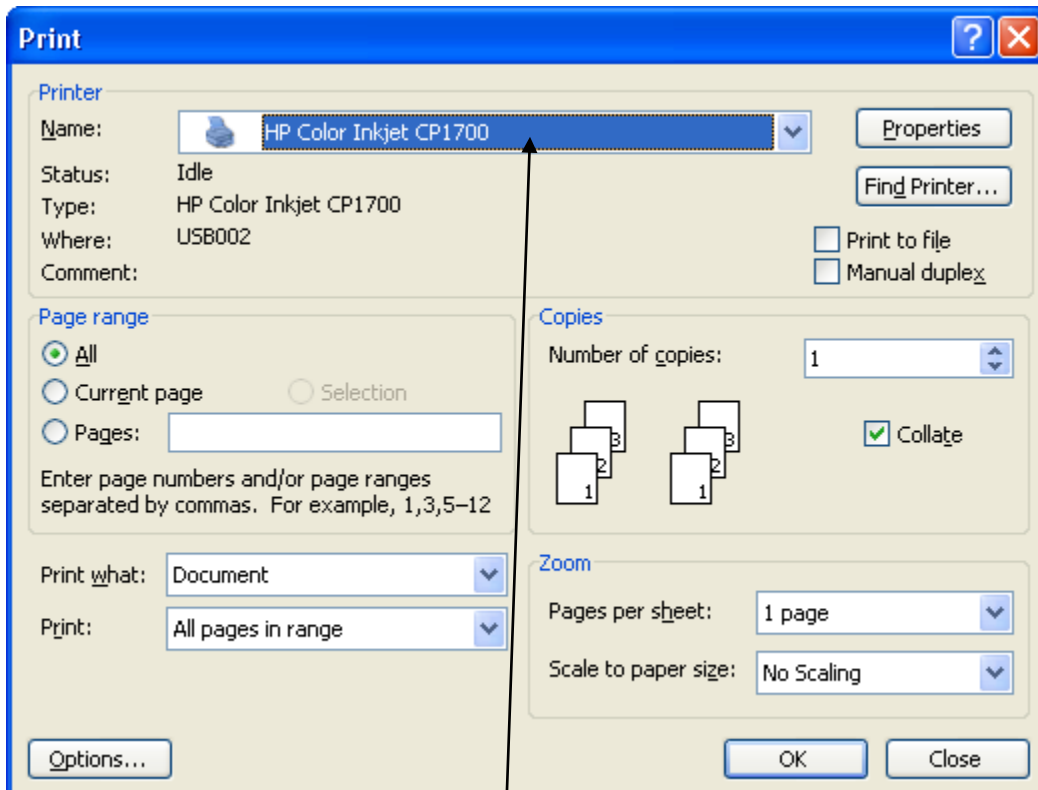
- Depending on your problem, click on the appropriate button and follow the instructions.

6. Printing the Blue Folder Information

- The contents of the blue folders are in a file called ListOfHandoutsToIncludeInBlueFolder.doc in a folder called BlueFolder.
- Open this file and you will see the names of all the documents that make up the blue folder. These files are all located in the BlueFolder folder
- Print as many copies of each one as needed.
- Assemble them into sets and place them in an empty blue folder.
- Give them to the membership director.

7. How to print the newsletter snail mailing labels for people without e-mail.

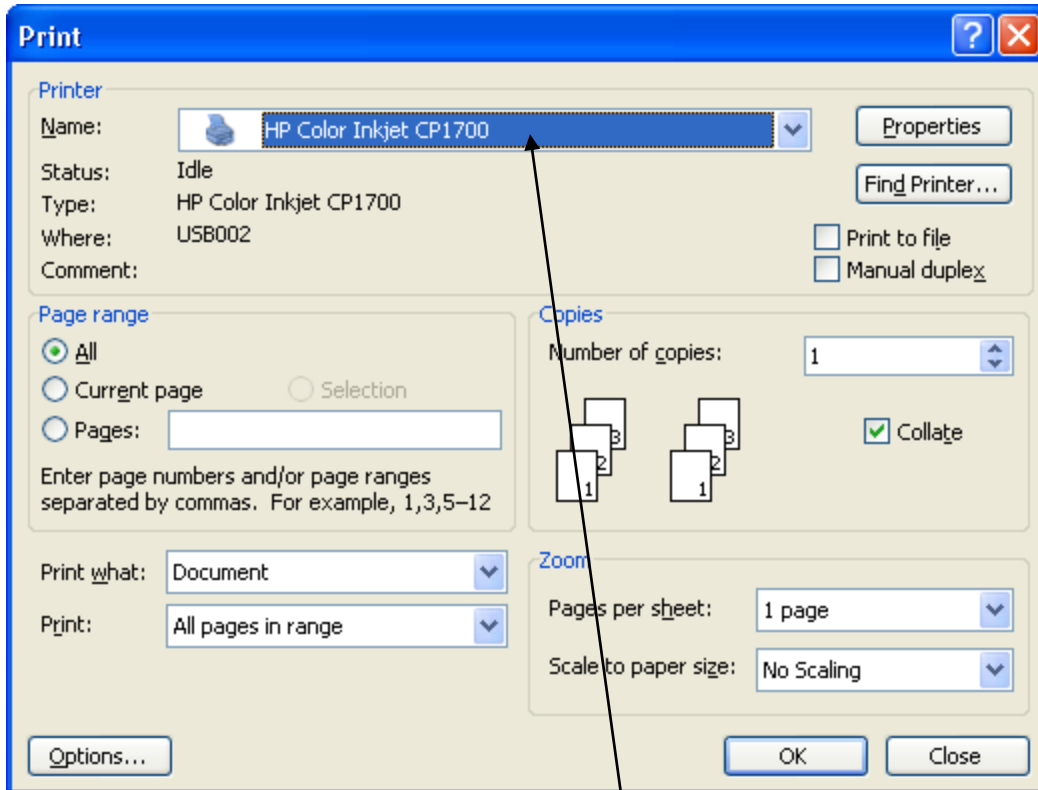
- The preformatted information for the labels are in a file called “SnailMailMailingLables.doc”
- Open the file and add or subtract information as necessary. If you are adding information the safest way is to copy and paste one of the existing names/addresses into a blank section, then make the necessary changes to reflect the new organization or individual.
- Insert a page of labels (Avery 8160 or equivalent 1” x 2 5/8” labels) in your printer. Make sure the page is:
 - properly oriented so that the labels will print on the correct side
 - properly oriented so the labels will start printing from the correct end (if you are using a page where some of the labels have already been peeled off.
- Click on the File menu
- Click on Print



- Make sure the correct printer is selected
- Click on OK

8. How to print membership name tag blanks

- The name tag blanks are in a file called "SheetsOfYellowNameTagBlanks.doc"
- Open the file
- Insert a page of business card stock (Avery 8376 or equivalent 2" x 3 1/2" Ivory Matte business cards) in your printer. Make sure the page is properly oriented so that it will print on the correct side
- Click on the File menu
- Click on Print



- Make sure the correct printer is selected
- Click on OK

9. How to print membership name tags

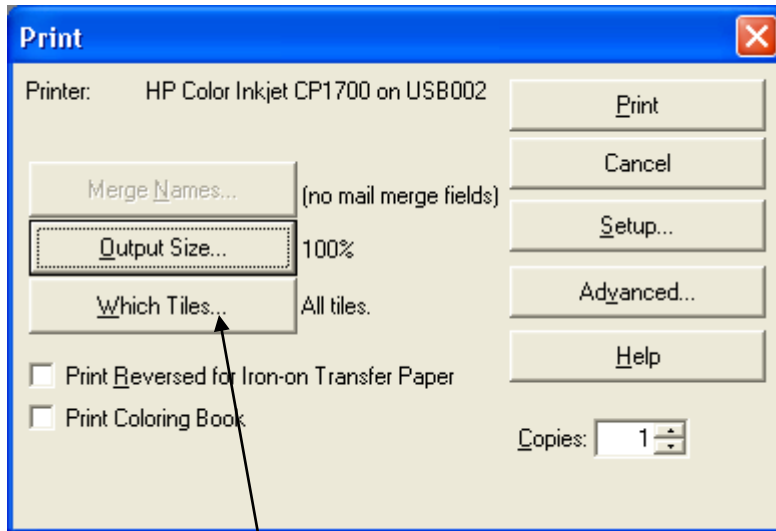
- The name tag template is in a file called "NameTagNameTemplate.doc"
- If you are starting with a partially used sheet of name tag blanks you will need to look at the sheet and figure out where the next name tag needs to print.

Note: In order to obtain as many name tags as possible from one sheet of blanks you will always need to print the next name tag toward the bottom of the sheet starting on the right then working to the left and up.

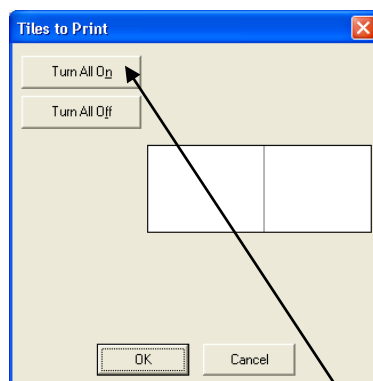
- Insert a full or partially used page of blank name tags in your printer with the top edge first and properly oriented so that it will print on the correct side.
- Open the file
- Make sure the Show/Hide button (¶) is pushed on the tool bar so that you can see the paragraph markers and any other hidden characters.
- The names from the previous name tags you printed will still remain in the file. Remove them by placing the cursor in front of each name and pressing the delete key until all the letters are done. Doing it this way will preserve the "spot" where the name goes the next time.
- Place your cursor in the appropriate name tag (see note above) on the line without a paragraph marker (¶) in front of it.
- Type in the new members name.
- Continue in this manner until you have all the necessary name tags entered.
- Click on File/Save
- Click on File/Print
- Make sure the correct printer is selected
- Click on OK
- Tear off the name tags and save the rest of the sheet for the next time.

10. How to Print Banners

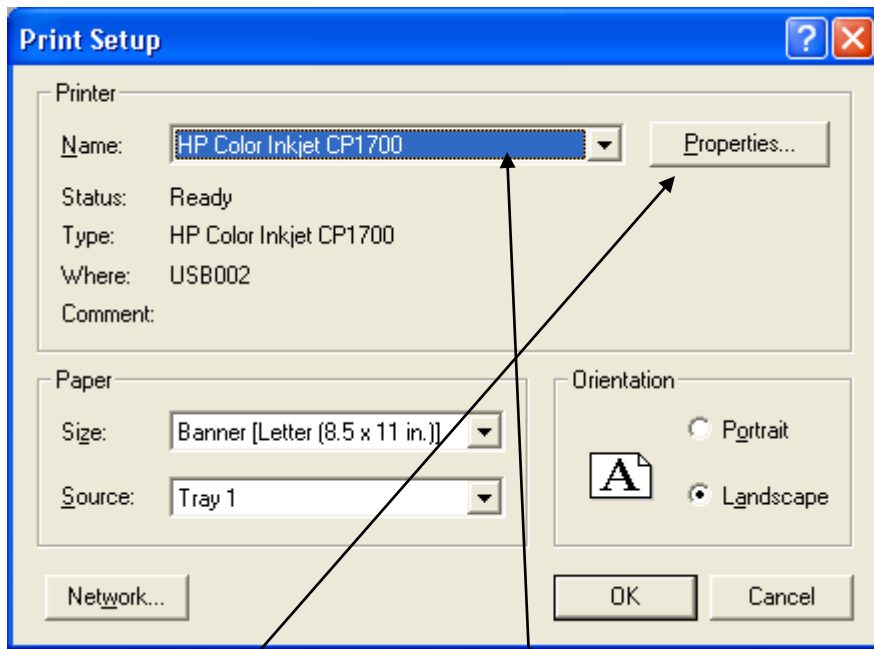
- Design your banner (I've used Paint Shop Pro Publisher but there are other programs (e.g. Microsoft Publisher) that also work)
- Determine how many pages of banner paper you will need for the banner you have designed, then tear off that many continuous pages from the pack of 8.5 x 11" HP Banner paper (or equivalent).
- Turn on the CP1700 printer and remove all the paper from the paper tray.
- Insert the leading edge of the banner paper into the paper tray of the printer. The printer will feed it in just a slight way in preparation for printing.
- When you are ready to print select File/Print
(Note: do NOT press the print button on the toolbar. It will NOT allow you to make all the necessary choices to print the banner correctly)
- You will see the following dialog box



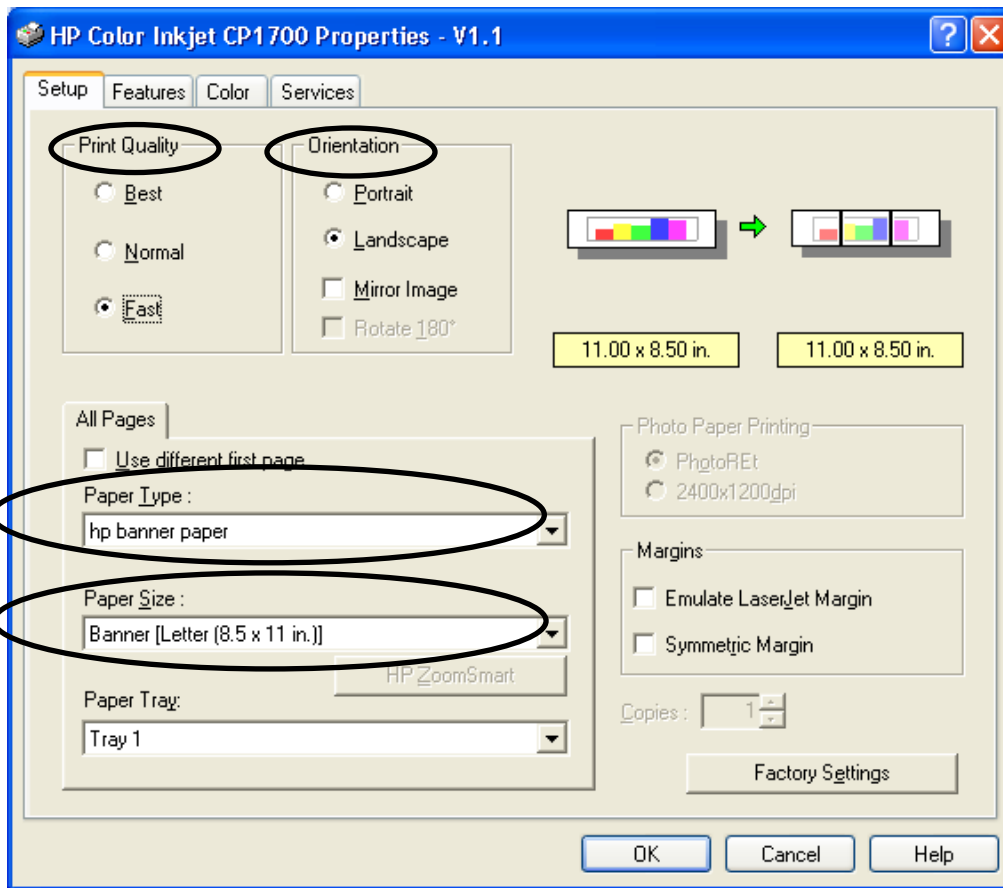
- Click on "Which Tiles"



- Click on "TurnAllOn" then press OK
- Click on Setup



- Make sure you have the CP1700 printer selected.
- Click on Properties



- Decide what print quality you desire
- Make sure the orientation of the paper is correct for the banner you've designed
- Under paper type select: Special papers, then HP Banner Paper
- Under paper size select: Banner [letter (8.5 x 11 in.)] (unless you are using one of the other special size banner papers listed)
- Click on OK to close the CP1700 Properties dialog box
- Click on OK to close the print setup dialog box
- Click on print. The printer will adjust the paper in and out as it prepares for the final print specifications, then the banner will print out.