

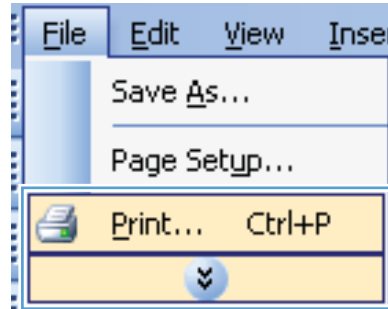


# HP Color LaserJet Enterprise CP4020-CP4520 Series Printer

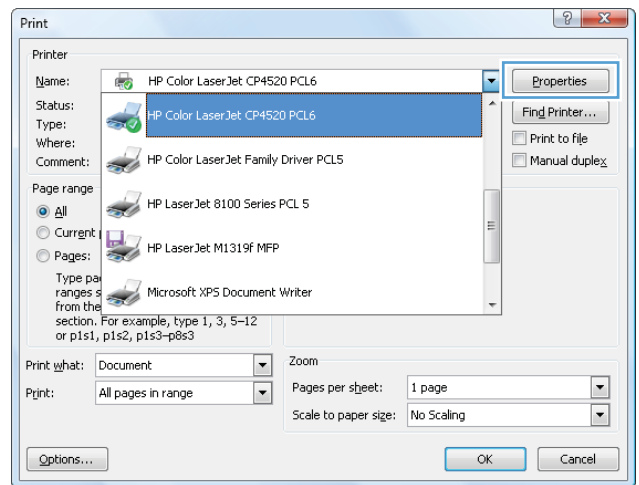


## Create a booklet with Windows

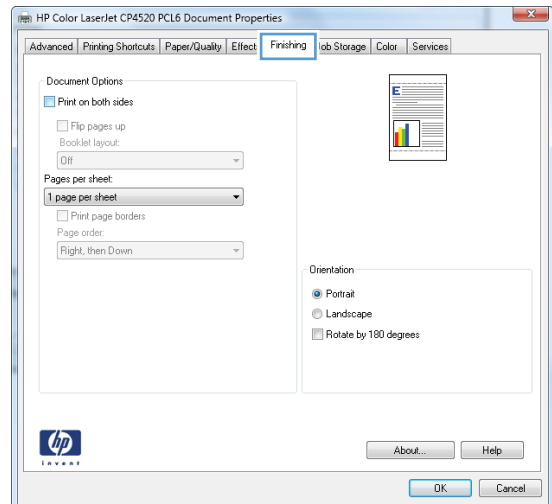
1. On the **File** menu in the software program, click **Print**.



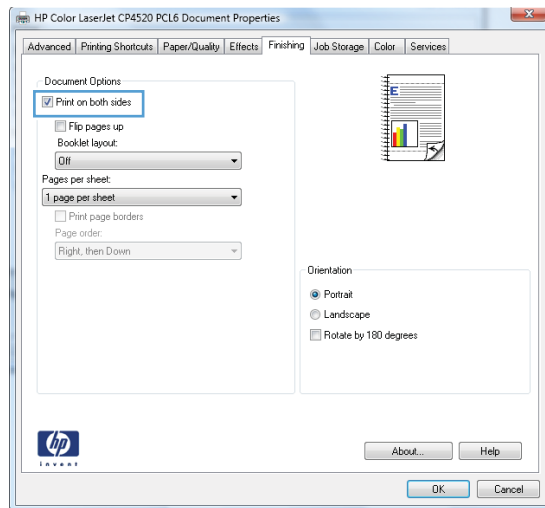
2. Select the product, and then click the **Properties** or **Preferences** button.



3. Click the **Finishing** tab.



4. Select the **Print on both sides** check box.



5. In the **Booklet layout** drop-down list, click the **Left binding** or **Right binding** option. The **Pages per sheet** option automatically changes to **2 pages per sheet**.

