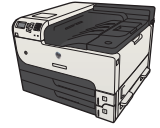


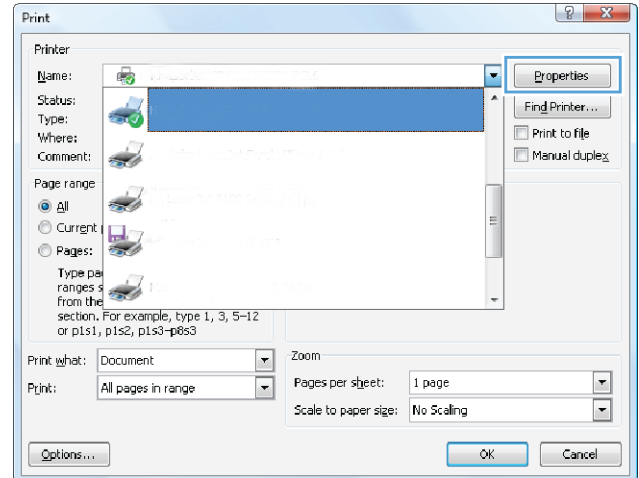


HP LaserJet Enterprise 700 M712

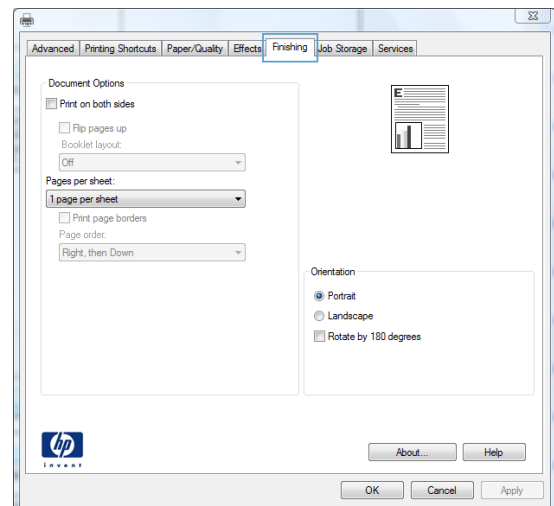


Create a booklet (Windows)

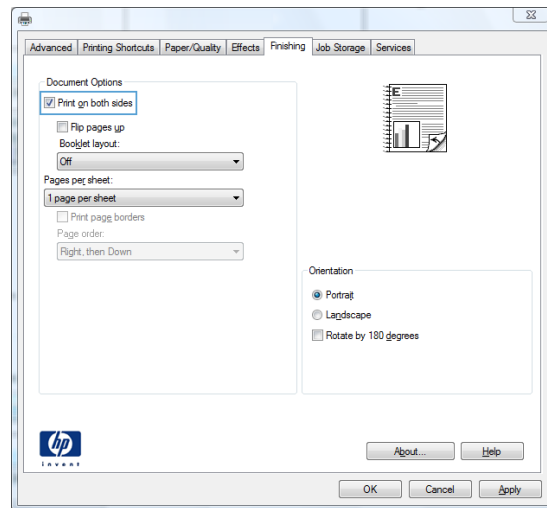
1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.



3. Click the **Finishing** tab.

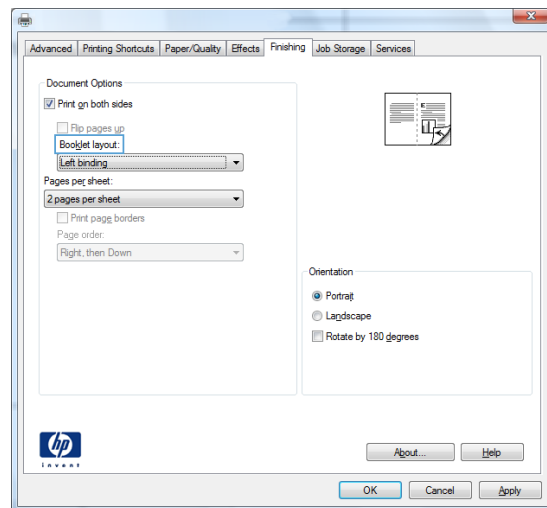


4. Select the **Print on both sides** check box.



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**.

Click the **OK** button to close the **Document Properties** dialog box.



6. In the **Print** dialog box, click the **OK** button to print the job.

