



## **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.



Print				S N
Printer				
Name:	HP Color LaserJet CP4520 PCL6		-	Properties
Status: Type:	HP Color LaserJet CP4520 PCL6		-	Find Printer
Where: Comment:	HP Color LaserJet Family Driver P		Manual duple <u>x</u>	
Page range	HP Laser Jet 8100 Series PCL 5			
Current	HP LaserJet M1319f MFP			
Type p. ranges from th	Microsoft XP5 Document Writer			
section or p1s1	For example, type 1, 3, 5–12 , p1s2, p1s3–p8s3			_
Print <u>w</u> hat:	Document 💌 Zoom			]
Print:	All pages in range 💌 Pages	; per s <u>h</u> eet:	1 page	•
	Scale	to paper si <u>z</u> e:	No Scaling	•
Options			ОК	Cancel

\dvanced	Printing Shortcuts	Paper/Quality	Effect Fini	shing	lob Storage Color Services	
Docume	ent Options				E	
Print	on both sides					
E Fi	p pages up					
Book	det layout:					
Off			*			
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1 page	per sheet		•			
Pr	int page borders					
Page	order:		_			
Righ	t, then Down		T			
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	1				About	Help

- 4. Select the **Print on both sides** check box.
- × HP Color LaserJet CP4520 PCL6 Document Properties Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Color Services Document Options Print on both sides Flip pages up Booklet layout: 1 Off • Pages per sheet 1 page per sheet • Print page borders Page order: Right, then Down Orientation Portrait Candscape 🔲 Rotate by 180 degrees  $\langle p \rangle$ About... Help OK Cancel HP Color LaserJet CP4520 PCL6 Document Properties × Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Color Services Document Options V Print on both sides -15 Booklet layout: Lett Dinging Pages per sheet -2 pages per sheet • Print page borders Page order: Right, then Down Orientation Portrait Landscape Rotate by 180 degrees  $\langle p \rangle$ About... Help OK Cancel
- 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.