

## 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.
----	--------------------------

lamos 🕀							) concertions
ame: 📷	n napoluo						ropercies
itatus:	HOLLOW					Fir	d Printer
Where:						P	rint to file
iomment: 🚽	12 Color Logo, Joh Fo					E M	Ianual dupi
age range							
o Al 🛛 🚿	Lig Laserdet 8100 Sg						
🖯 Current i 🛄 🕁					=		
🖱 Pages: 🛛 😿							
ranges s from the section. For exa	ample, type 1, 3, 5–12	ant Writer			Ŧ		
or p1s1, p1s2, p	o1s3-p8s3						
nt what: Docume	nt	▼ Zoom					
nt: All page	s in range	→ Pages per sh	eet:	1 page			
		Scale to pape	r si <u>z</u> e:	No Scaling			
Ontions					ок		Capre
options in					- VII.		Calles
						X	
vanced Printing Shorte	uts Paper/Quality Effects	Finishing Job Storage	: Color :	Services			
vanced Printing Shorto	uts   Paper/Quality   Effects	B Finishing Job Storage	Color	Services			
vanced Printing Shorto Document Options	uts Paper/Quality Effects	B Finishing Job Storage	Color :	Services			
Vanced Printing Shorto Document Options Print on both sides Pip pages up	uts   Paper/Quality   Effects	8 Finishing Job Storage	E	Services			
vanced Printing Shoto Document Options Print on both sides Pip pages up Booklet layout:	outs   Paper/Quality   Effects	E Finishing Job Storage	E	Services			
vanced Printing Shoto Document Options Print on both sides Plip pages up Booklet layout: Off	uts Paper/Quality Effects	5 Finishing Job Storage	Color :	Services			
vanced Printing Shote Document Options Print on both sides Print on both sides Print pages up Booklet layout: Off Pages per sheet	uts Paper/Quality Effects	Phishing Job Storage	Color	Services			
vanced Printing Shots Document Options Print on both sides Docket layout: Off Pages per sheet: Pages per sheet Print page bordet Print page bordet	uts   Paper/Quality   Effects	Printing Job Storage	Color :	Services			
Venced Printing Shotc Document Options Print on both sides Print on both sides Bookket Isyout: Off Pages per sheet: 1 page print page bonder: Page order:	uts   Paper/Quality   Effects	s Printing Job Storage	Color :	Services			
Venced Printing Shots Document Options Print on both ades Pripp page up Booklet agout: Opt Pages par sheet: I page par sheet: I page oper sheet: Bight, then Down	auts   Paper/Gusity   Effects v s v	Finahing Job Storage	Color :	Services			
Vanced Printing Shotc Document Options Print on both sides Booblet layout: Off Pages per sheet: Japage per sheet: Print page border Page order: Right, then Down	auts   Paper/Quality   Effects	Ennihing Job Storage     Orientation	Color	Services			
Venced Printing Shotc Document Options Print on both sides Prip pages up Booklet layout: Off Pages per sheet: 1 page per sheet Pages order: Right, then Down	suts Paper/Quality Effects	<u>Prinking</u> Job Storage Orientation © Portrat	Color	Services			
Venced Printing Shotic Document Options Print on both sides Print on both sides Booklet layout Off Pages per sheet: 1 page per sheet: Page order: Right, then Down	uts Paper/Quality   Effects	1 Prinhing Job Storage Orientation Potrat Landscap	Color :	Services			
Venced Printing Shots Document Options Print on both addes Pripp page addes Pripp page addes Pripp page addes Pripp page addes Print page bordes Prage oddes Right, then Down	ads Paper/Gusity Effects	Pricining Job Storage     Otertation     @ Portrat     Dandsea	E Color :	Services			
Venced Printing Shott Document Options Print on both sides Booklet layout: Off Pages per sheet: 1 page per sheet Page order: Right, then Down	nuts Paper/Gusity Effects	Prinhing Job Storage     Orientation     Portrat     Landsca     Rotate by	e Color :	Services			

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

 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.

