Booklet printing options

If printing to a duplex printer you need only set a couple of options to print your output as a booklet, with four pages per sheet of paper - particularly useful for reports, journal articles and long documents.

- Open the print dialog in the usual way (CTRL+P is the shortcut)
- Click on **Properties** next to the printer, as shown.

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Printer <u>N</u> ame:	🔹 \\peach\WEB LTT Printe	er	Properties
Status: Type: Where: Comment:	Idle HP LaserJet 4300 PCL 6 MB 110 ITS Room 110 Web Printer		Fin <u>d</u> Printer
Page range All Current Pages: Enter page r separated b	page C Selection numbers and/or page ranges ry commas. For example, 1,3,5–12	Copies Number of <u>c</u> opies:	1 ♣
Print <u>w</u> hat: P <u>r</u> int:	Document	Zoom Pages per sheet: Scale to paper size:	1 page
Options			OK Close

- Click on the Finishing tab.
- Tick the box to Print on Both Sides.
- Choose a Booklet layout most likely to be Left Edge binding.
- Choose the number of pages per sheet two is the best balance between readability and paper saving.

Docume	ent Options					· · · · · ·		
Print On Both Sides								
Left Pages p	Edge Binding ersheet:		<u> </u>					
2 pages	s per sheet		•					
Page	Print page borders e order:							
Righ	nt, then Down		*					
				F	Orientation			
					Portrait			
					C Landscape	e		
					Rotate by	180 degrees		
Than 1								Help

- Click OK.Click OK to print.