

Booklet printing in colour

To print from Word as a booklet (this help-sheet applies to colour printing only):

- 1. Open the Word document you wish to print
- 2. Go to Page Layout > Page Setup...



The following window will open:

- 3. Make sure your page orientation is set to **Portrait** and that **Normal** is selected under the Multiple pages drop-down box
- 4. Click on OK

	Page Setup			? ×	
	Margins Paper I	ayout			
Select Portrait	Margins				
	<u>T</u> op:	2.54 cm 🚖	Bottom:	2.54 cm 🚔	
	Left:	2.54 cm 🚔	<u>Rig</u> ht:	2.54 cm 🚔	
	<u>G</u> utter:	0 cm 🚖	Gutter position:	Left 💌	
		ape	Select Normal		
	Pages				
	Multiple pages:	Normal Normal Mirror margins 2 pages per sheet Book fold			
					Click OK
	Apply to: Whole docu	ment 💌			
	Set As <u>D</u> efault			OK Cancel	



5. Go to File> Save As



6. Select File type PDF







The File will open in Adobe Reader

7. Select File > Print

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File	Edit	View	Document	Tools	Window	Help
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The following window will open:

Printer	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Name: Colour Printer	Properties
Status: Ready	Comments and Forms:
Type: HP Color LaserJet 5550 PS	Document and Markups
Print Range	Preview: Composite
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O Current page	
OPages 1-3	K
Subset: All pages in range	T 2
Reverse pages	
Copies: 1 😴 🗸 Collate	8.20
Page Scaling: None	
Booklet subset: Fit to Printable Area	
Sheets fro Shrink to Printable Area Multiple pages per sheet	
Booklet Printing	
	Units: Inches
Print to file	
	1/2 (1)



8. Select the **colour printer** in the printer drop-down box, select **Booklet Printing** from the page scaling drop-down box and then click on **Properties**

The following window will open:

vanced Finning Stoticus Paper/Quality Finishing Co printing shortcut is a collection of saved print settings that yo elect with a single click.	ou can
Yinting shortcuts:	
Two-sided (Duplex) Printing	Paper source: Automatically Select
Factory Defaults	Page size: 297 × 210 mm A4 Orientation: Landscape Portrait Landscape Yes, Flip Over
Saye As Dejete Reset	

- 9. Select Two-sided (Duplex) Printing and change the page orientation to Landscape
- 10. Click on OK

Print	$\overline{\mathbf{X}}$
Printer	
Name: Colour Printer	Properties
Status: Ready	Comments and Forms:
Type: HP Color LaserJet 5550 PS	Document and Markups
Print Range	Preview: Composite
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O Current view	
O Current page	
OPages 1-3	K
Subset: All pages in range	
Reverse pages	
Page Handling	
Copies: 1 😴 Collate	8.26
Page Scaling: Booklet Printing	
Paskisk subsets	
Sheets from 1 to 1	
Auto-Rotate Pages Binding: Left	
Print to file	Units: Inches
	1/2 (1)
Printing Tips Advanced	



11. Click on **OK** to print