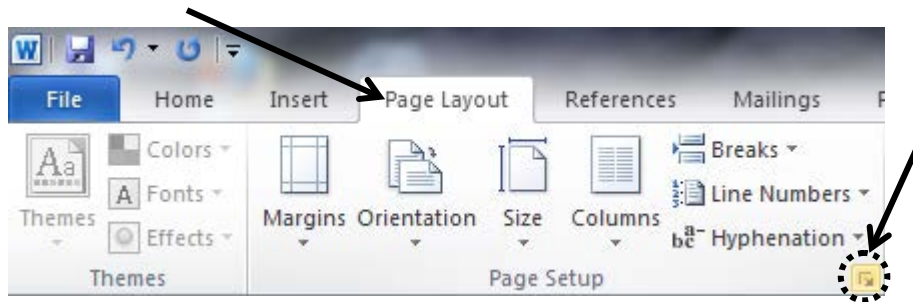


Booklet printing in colour

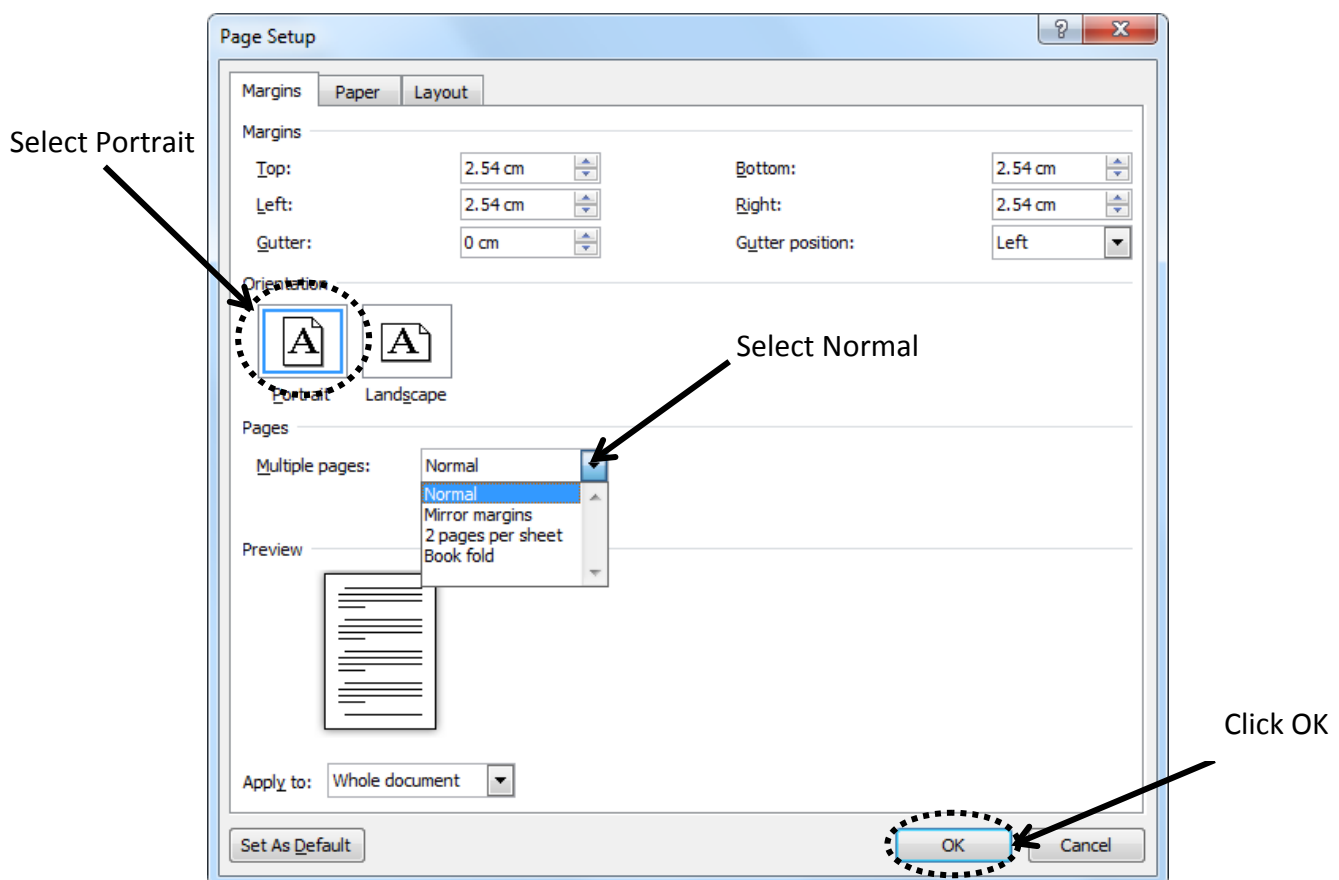
To print from Word as a booklet (this help-sheet applies to colour printing only):

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

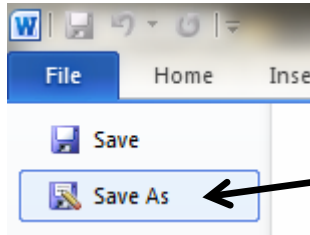


The following window will open:

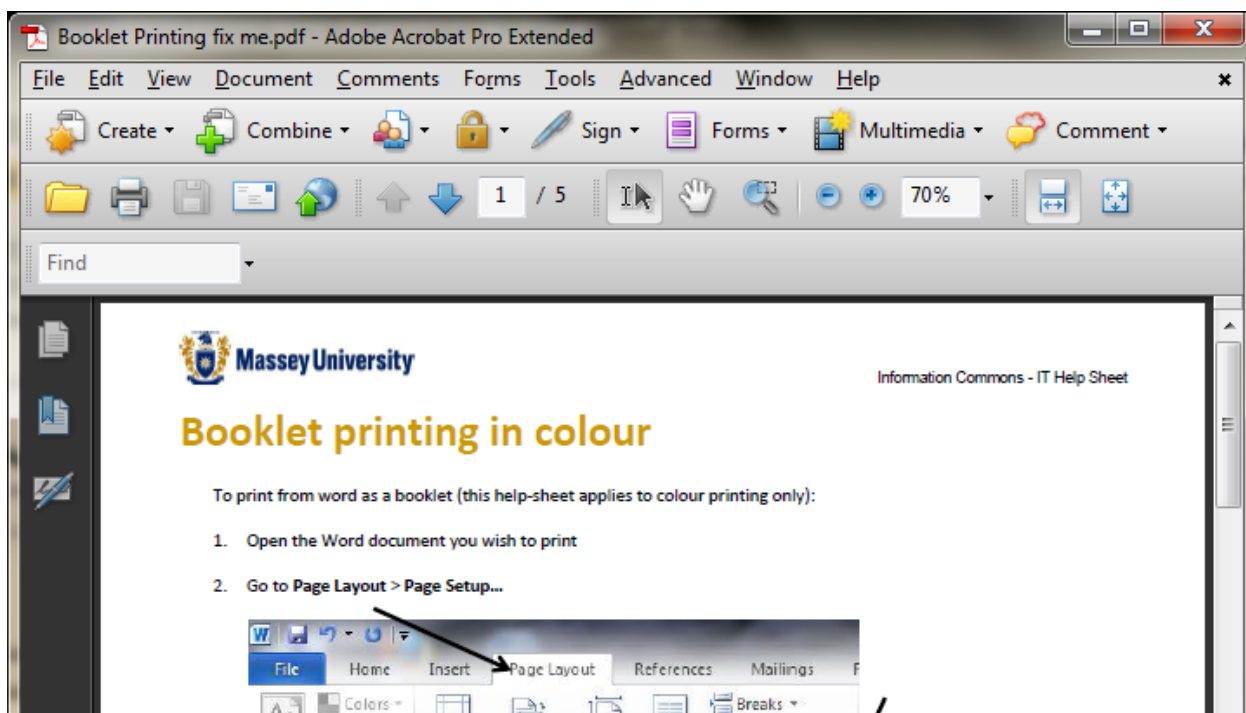
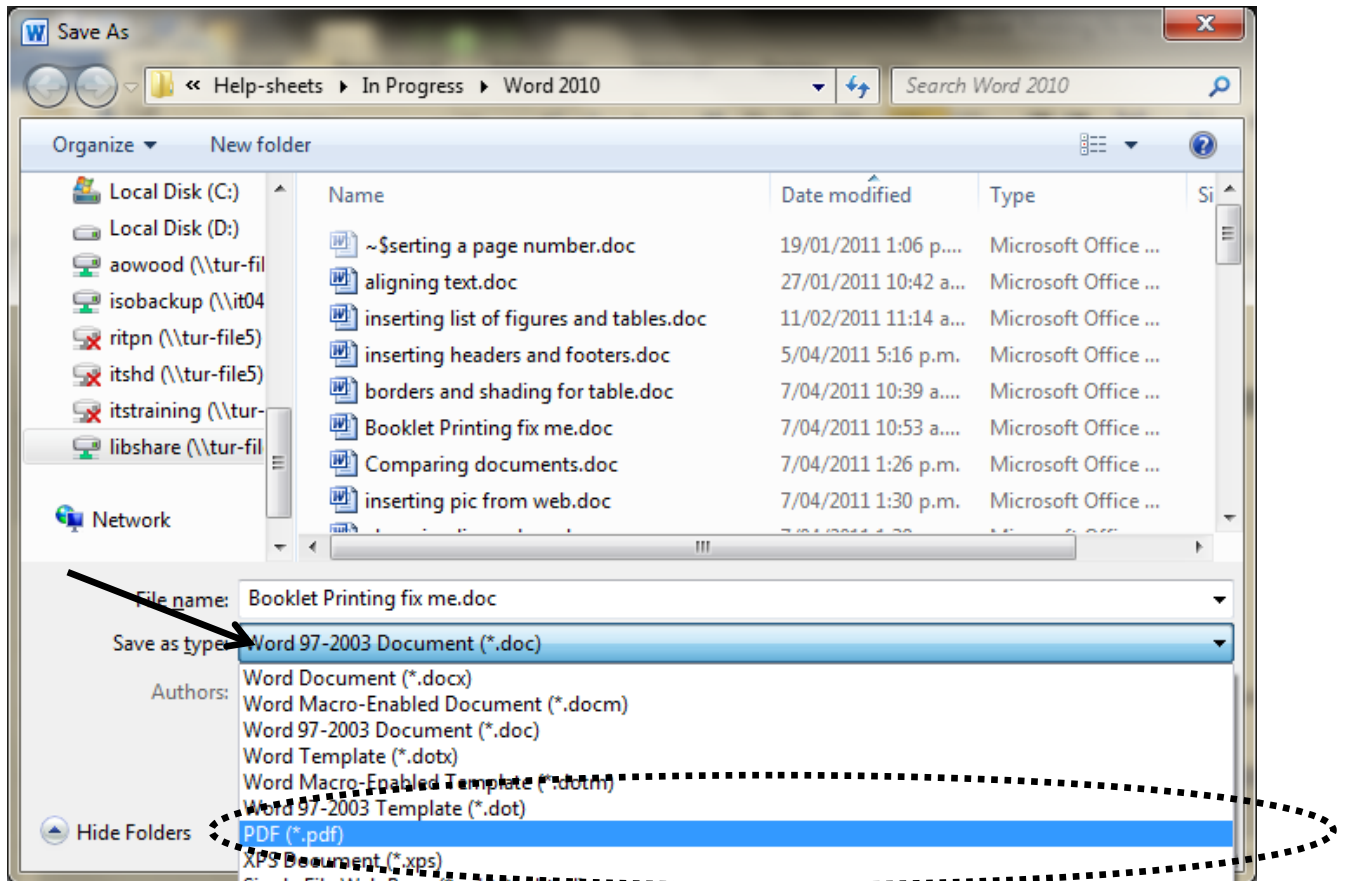
3. Make sure your page orientation is set to **Portrait** and that **Normal** is selected under the Multiple pages drop-down box
4. Click on **OK**



5. Go to **File> Save As**

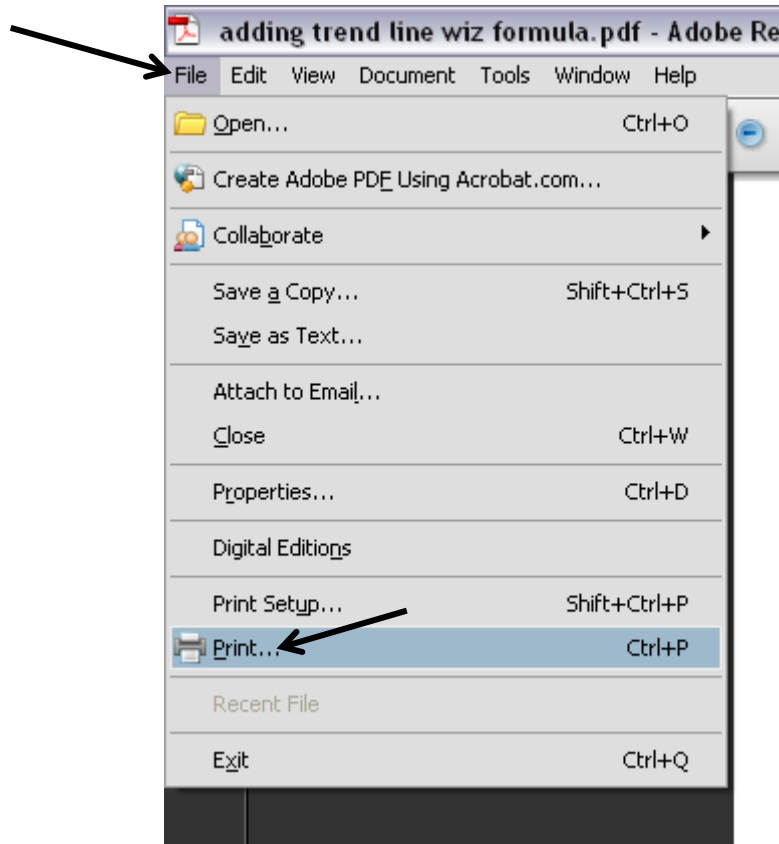


6. Select File type **PDF**

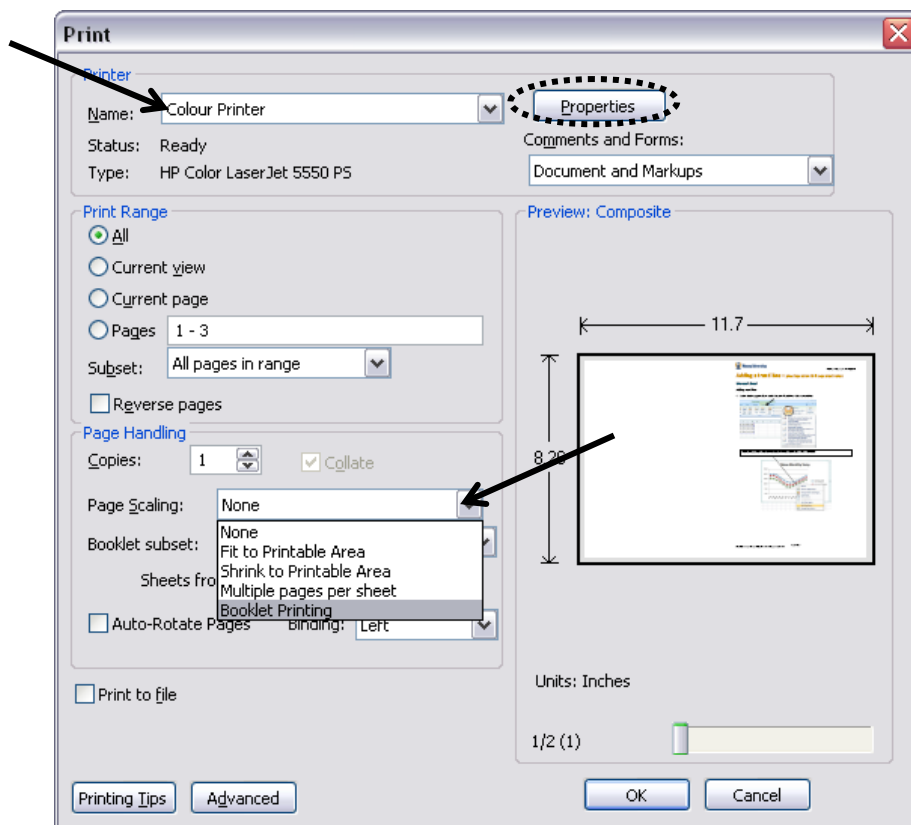


The File will open in Adobe Reader

7. Select **File > Print**

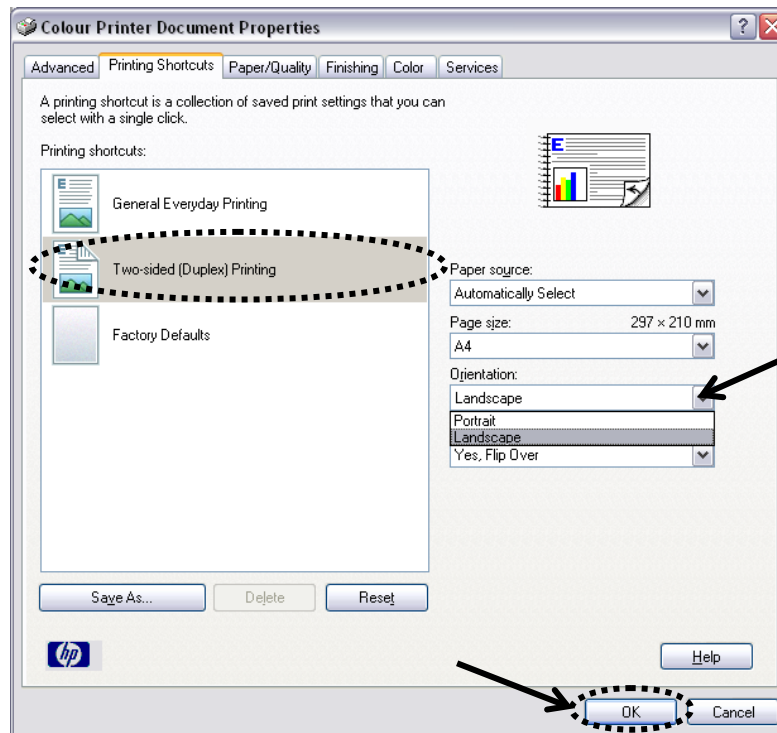


The following window will open:



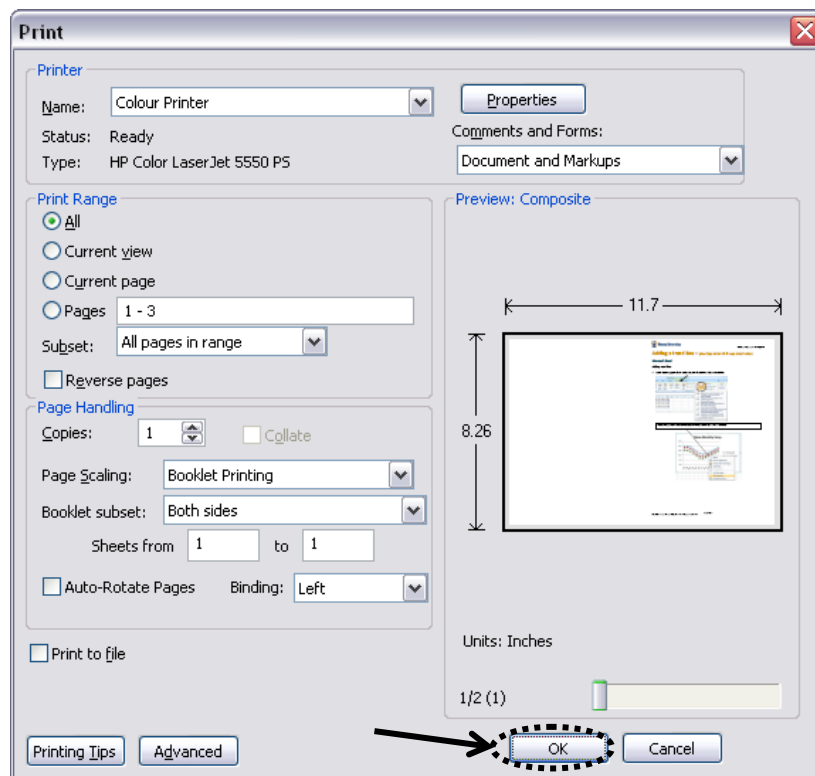
8. Select the **colour printer** in the printer drop-down box, select **Booklet Printing** from the page scaling drop-down box and then click on **Properties**

The following window will open:



9. Select **Two-sided (Duplex) Printing** and change the page orientation to **Landscape**

10. Click on **OK**



11. Click on **OK** to print