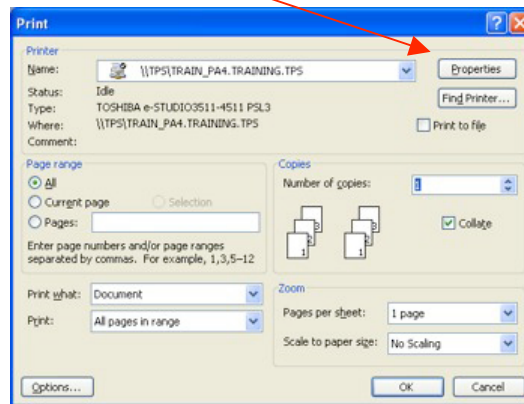


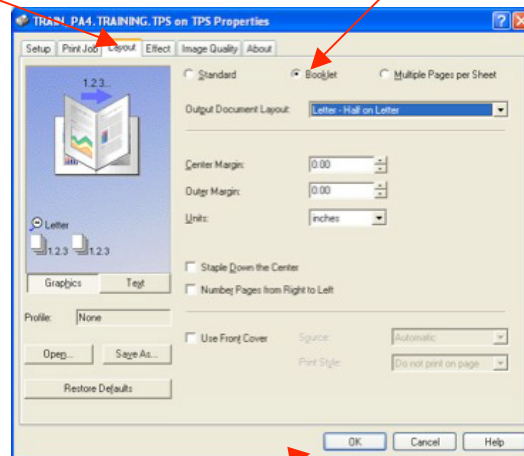
Printing Booklets on the Multi Functional Device

If you have completed a multiple page document and wanted to print it in two pages per page landscape back-to-back format you know it can be difficult to set up. The big question is which page goes where? If your brain works anything like mine you do a mock up and follow it closely. You will not believe how easy it is to print booklets on the MFD, at least on the PC (sorry, I've yet to figure out how to do it on the Mac... for now, design it on your Mac, save the file on your flash drive, open and print it on the PC).

1. After completing your document go to the **File** menu and pull down to **Print**.
2. Click on the **Properties** button.



3. Select **Layout** from the Tabs menu. Click on the **Booklet** radio button.



4. Click on the **OK** button. The MFD will print your booklet. How sweet it is 😊