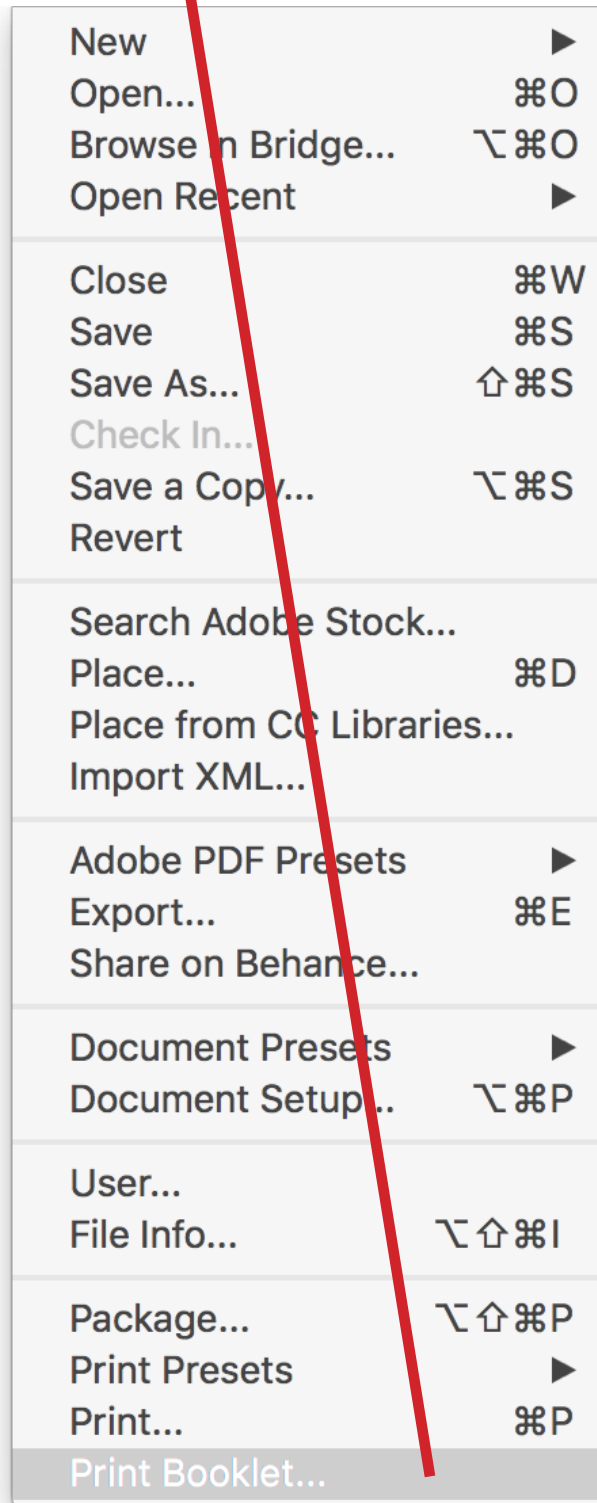


***Booklet  
Printing  
Guide***

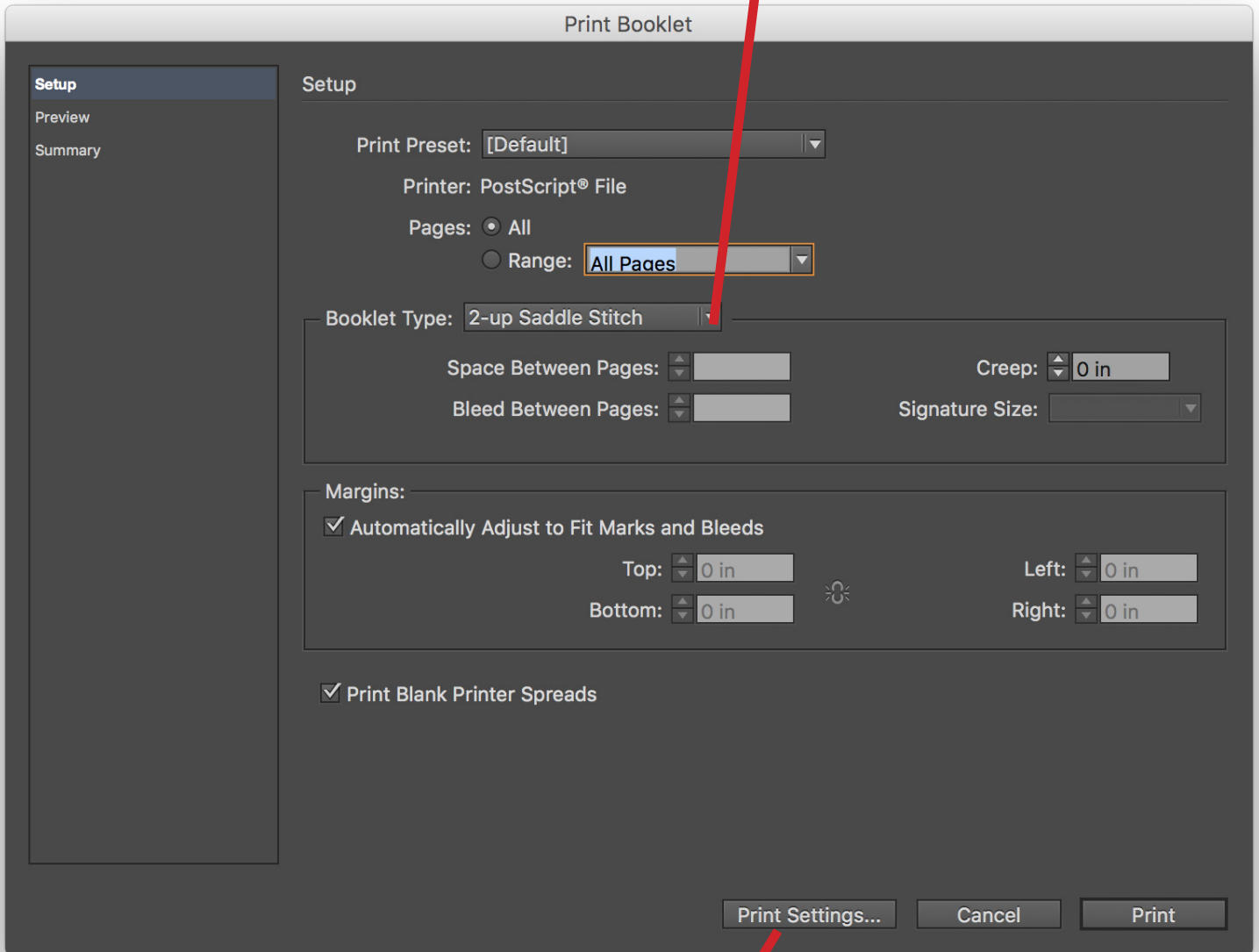
1

Go to File/Print Booklet.



2

Under "Booklet Type," select "2-up Saddle Stitch."

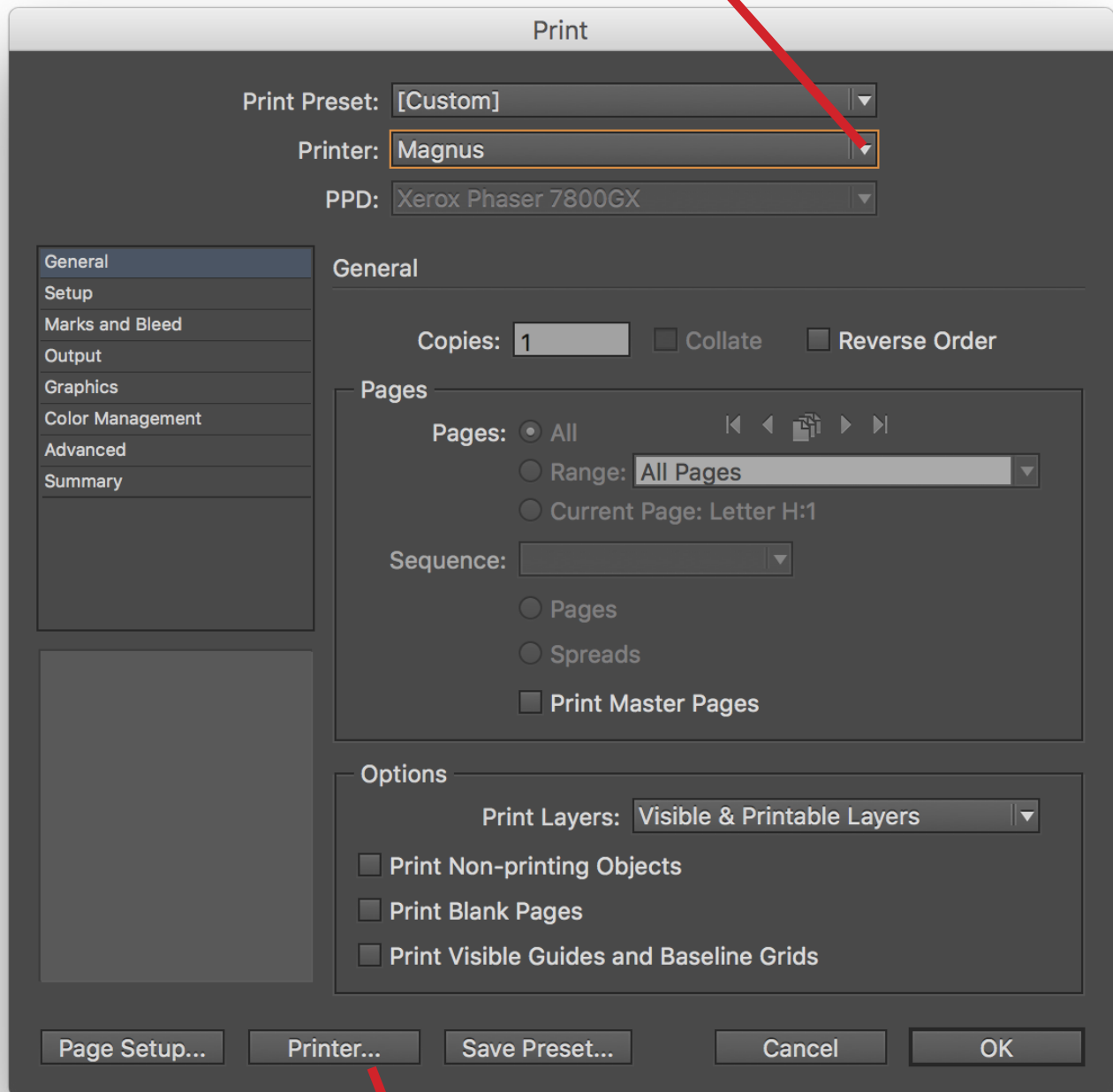


3

Select "Print Settings..." on the bottom of the dialogue box.

4

Choose a printer (Magnus or Carpov).

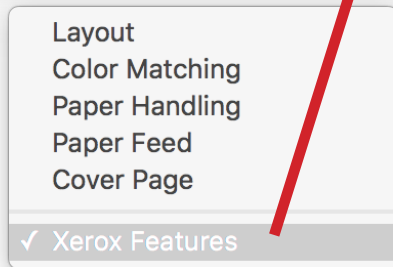
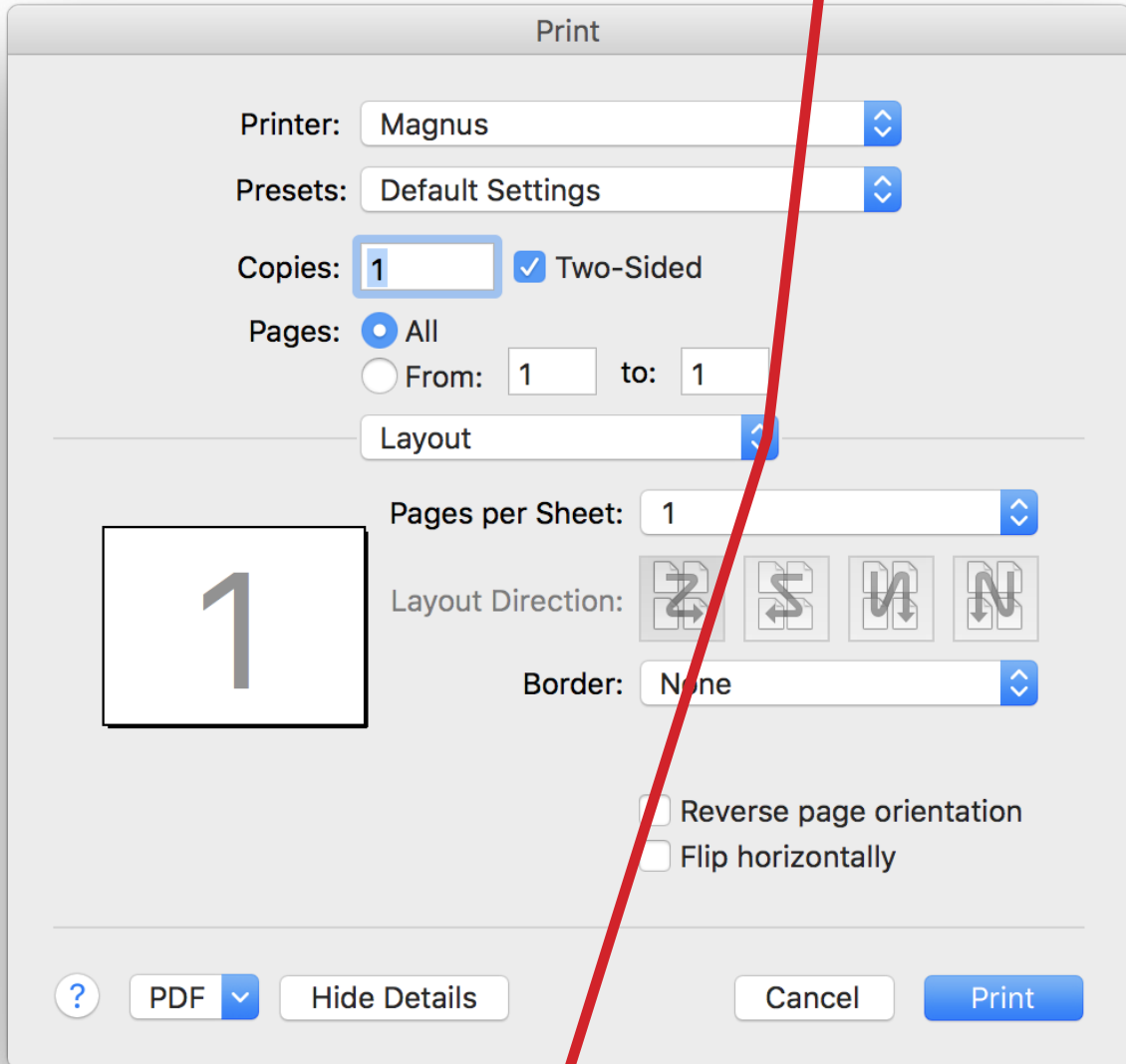


5

Select "Printer..." on the bottom of the dialogue box.

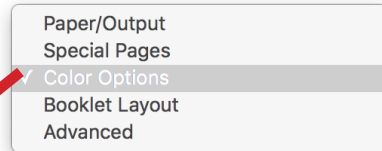
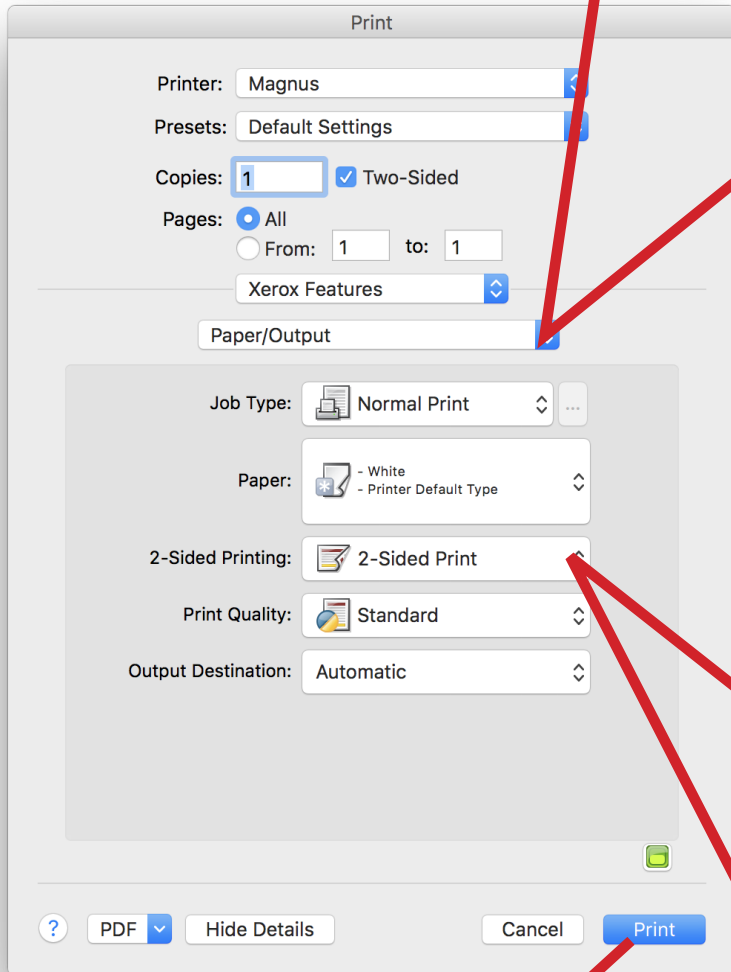
6

On the dropdown menu that says "Layout" select "Xerox Features."



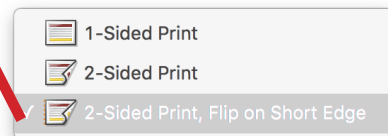
7

(Optional) If you need to print in black and white, select "Color Options" in the dropdown menu below "Xerox Features" and select "Black and White"



8

Select "Paper/Output" in the dropdown menu below "Xerox Features," and under "2-Sided Print," select "2-Sided Print, Flip on Short Edge."

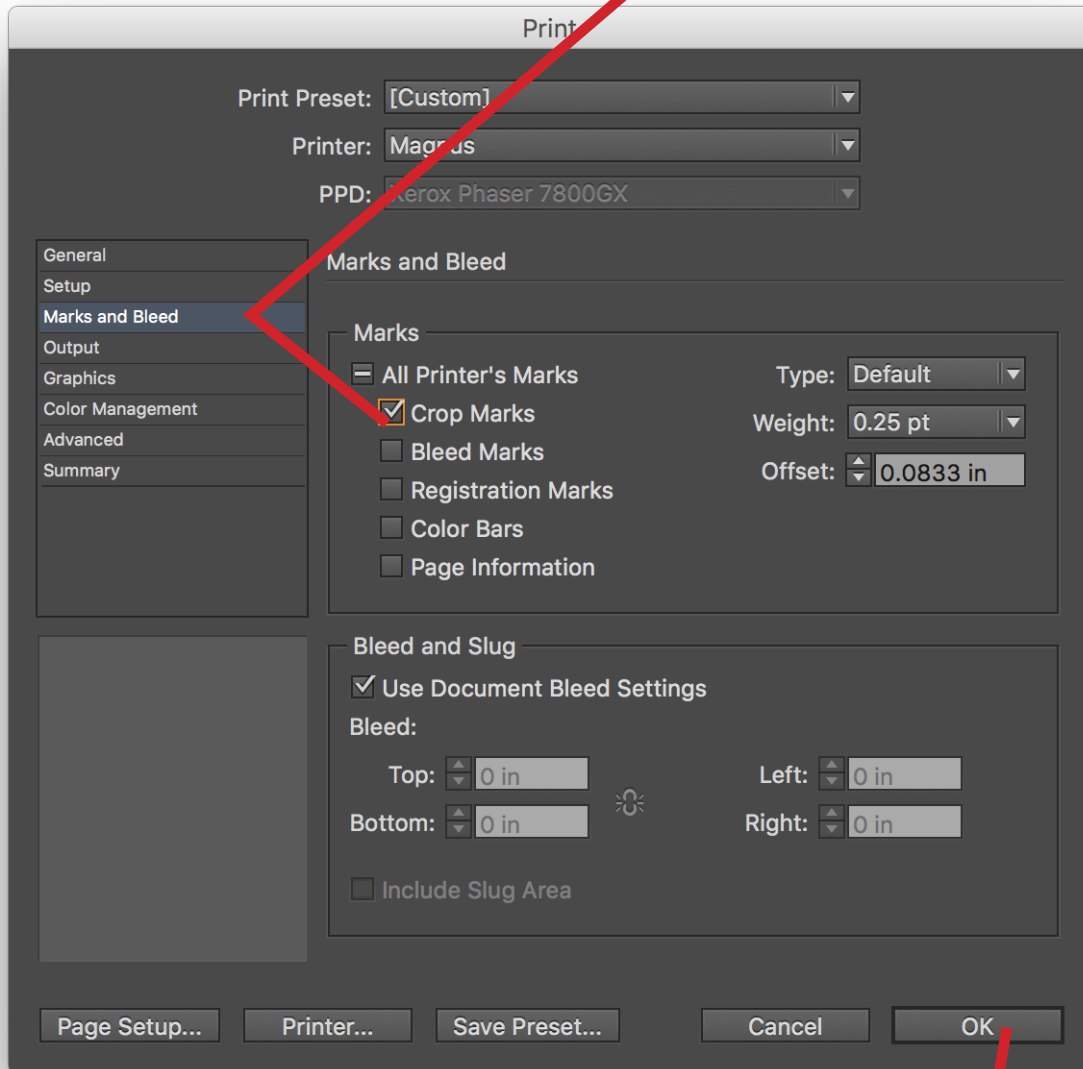


9

Press "Print" on the bottom of the dialogue box.

# 10

(Optional) If you want to have crop marks, select "Marks and Bleed" on the left side of the Print dialogue box and check "Crop Marks."

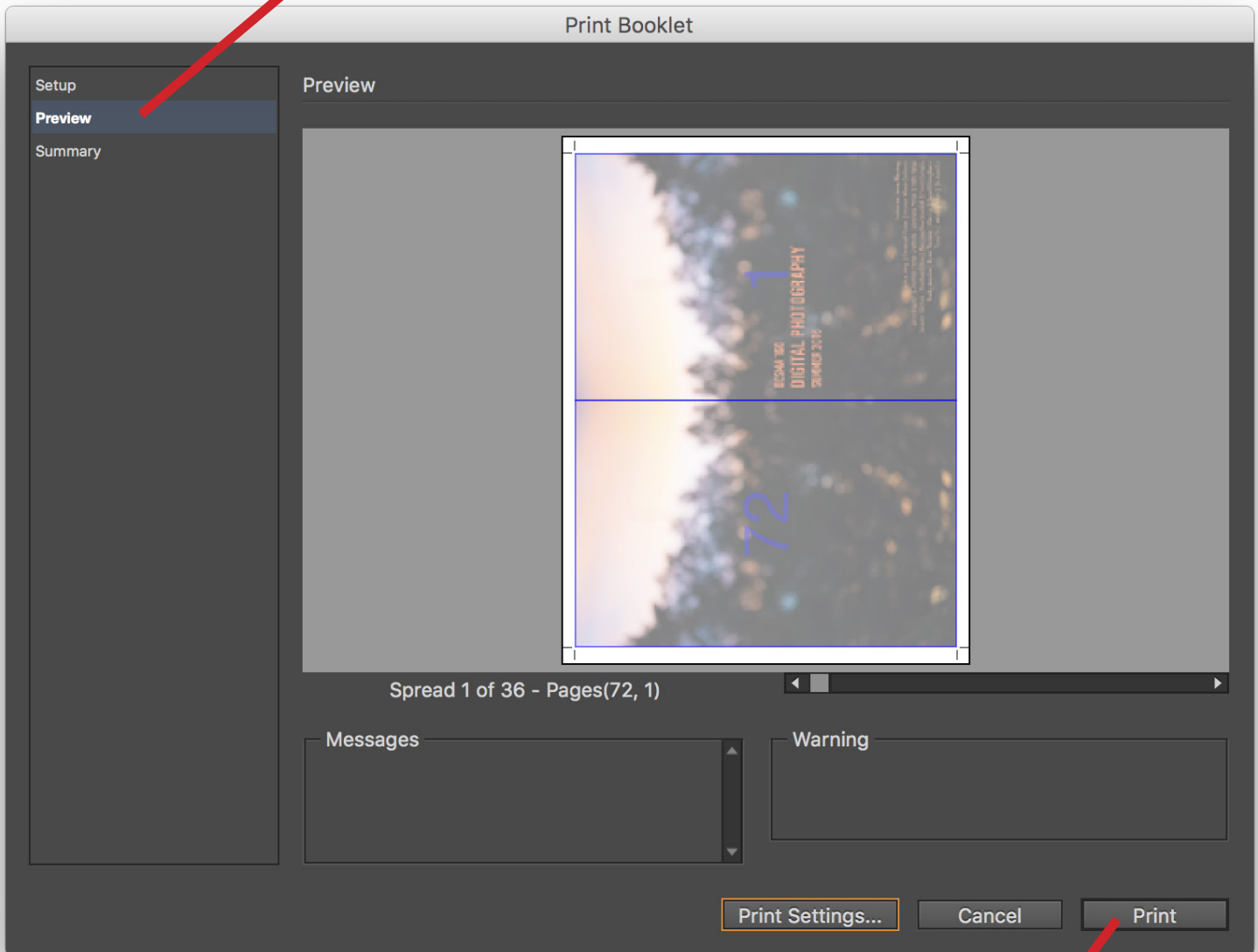


# 11

Press "OK" on the bottom of the Print dialogue box.

# 12

At this point, you can select "Preview" on the left side of the Print Booklet dialogue box to make sure your booklet is set up the way you want it.



# 13

If everything is correct, press "Print" on the bottom of the dialogue box.