Booklet Printing Guide

Go to File/Print Booklet.

New	►
Open	ЭЖ
Browse in Bridge	7#0
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	Print
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, ,	Current Page: Letter H:1
	Sequence:
	○ Pages
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	Print Master Pages
	Options
	Print Layers: Visible & Printable Layers
	Print Non-printing Objects
	Print Blank Pages
	Print Visible Guides and Baseline Grids
Page Setup F	Printer Save Preset Cancel OK

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

	Print
Printer: Presets:	Magnus
Copies:	1 Two-Sided
Pages:	All From: 1 to: 1
	Layout
1	Layout Direction: Border: Nnne
? PDF V Hid	le Details Cancel Print
Layout Color Mat Paper Ha Paper Fee Cover Pag	tching ndling ed ge

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	Print	Paper/Output Special Pages
Printer: Magnus		Color Options Booklet Layout
Presets: Defau	It Settings	Advanced
Copies: 1	Two-Sided	
Fron	n: 1 to: 1	
Xerox	Features 🗘	
Paper/Out	put	
Job Type:	Normal Print 🗘	
_	- White	
Paper:	🔣 - Printer Default Type 🗘	
2-Sided Printing:	📝 2-Sided Print	
Print Quality:	Standard 🗘	Select "Paper/Output" in
Output Destination:	Automatic 🗘	"Xerox Features," and
		under "2-Sided Print," se
		"2-Sided Print, Flip on Sh
		Luge.
? PDF 🔽 Hide Detail	S Cancel Print	
		1-Sided Print
		2-Sided Print
		2-Sided Print, Flip on Short Ed

(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."

_	_	Print	
	Print Preset:	[Custom]	
	Printer:	Maorus	
	PPD:	kerox Phaser 7800GX	
General Setup Marks and Bleed Output	Mark Mark	arks	
Graphics Color Management Advanced Summary		All Printer's Marks Crop Marks Bleed Marks Registration Marks Color Bars Page Information	Weight: 0.25 pt Offset:
	Ble Ble	eed and Slug Use Document Bleed Settings eed: Top: O in ttom: O in Include Slug Area	Left: 🔷 0 in Right: 🗣 0 in
Page Setup	Printer	Save Preset	Cancel OK

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

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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.



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