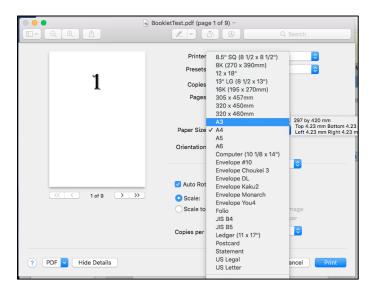
Scope of Disclosure	Public
Classification	Standard
Handling	Do not copy or transfer
Document Type	How To



## **Booklet Printing from Mac OS**

The following instructions and screenshots are based on Mac OSX 10.13.5 and Print Driver version 7.89.

- 1. Select [Print] from the [File] menu of the application.
- 2. Select **[Paper Size]** from dropdown. For this example we are using A3 Paper Size to create A4 Finished Booklets.



3. Select [Booklet] in the dropdown menu.

0 0 0	BookletTest.pdf (pag	e 1 of 9) ~	
		5 0 .	Q Search
1	Printer: Presets Copies Pages	eS3505AC Preview Layout Color Matching Paper Handling Paper Feed Cover Page	
	Paper Size Orientation	Print Mode Finishing Color Settings 1 Color Settings 2 Cover Pages ✓ Booklet	0 by 297 mm
(< 1 of 9 >>>)	Center m	Store to e-Filing Watermark Supply Levels	18 pt 36 pt
	Outer ma	0 pt 1	18 pt 36 pt
	From Right		
? PDF v Hide Details			Cancel Print
Bool Enable booklet moo Center margin:	de	0	
0	pt	18 pt	36 pt

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Classification	Standard
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4. Select [Enable Booklet Mode] and set booklet details.

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Bo	oklet				\$		
🗹 Enable booklet m	node						
Center margin:		I	1 1	18 pt	I	1 1	36 pt
Outer margin:	0 pt	1	I	18 pt	I	I	36 pt
From Left to Rigl From Right to Le							

5. Select [Finishing] from the drop down menu.

	BookletTest.pdf (page		
			Search
	Printer:	eS3505AC Preview	
1	Presets Copies Pages	Layout Color Matching Paper Handling Paper Feed Cover Page	<mark>♡</mark>
	Paper Size Orientation	Print Mode Finishing Color Settings 1 Color Settings 2 Cover Pages	0 by 297 mm
	Enable boc Center m	Booklet Store to e-Filing Watermark Supply Levels	
≪ < 1 of 9 > >>	Contor in	0 pt 18 pt	36 pt
	Outer marg	gin: 0 pt 18 pt	
	<ul> <li>From Left to</li> <li>From Right to</li> </ul>		
? PDF V Hide Details			Cancel Print

6. Set the position of the staples in [Stapling] to [Saddle Stitch (Portrait) / Saddle Stitch (Landscape)]

Finishing	
Destination:	Printer's Default
Media Type:	Printer's Default
Stapling	2 Off
Hole Punch	Upper Left (Portrait) / Upper Right (Landscape) Middle Left (Portrait) / Middle Top (Landscape)
Folding	Lower Left (Portrait) / Upper Left (Landscape) Upper Right (Portrait) / Upper Left (Landscape) Middle Right (Portrait) / Middle Bottom (Landscape) Lower Right (Portrait) / Middle Bottom (Landscape) Middle Top (Portrait) / Lower Left (Landscape) Middle Bottom (Portrait) / Middle Left (Landscape) Saddle Stitch (Portrait) / Saddle Stitch (Landscape)

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Scope of Disclosure	Public
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7. Set [Folding] to ON.

Finishing	g 🗘
Destination:	Printer's Default
Media Type:	Printer's Default
Stapling: Hole Punch: Folding:	Saddle Stitch (Portrait) / Saddle 🗘 Off 🗘
	Cancel Print

8. Set other print functions, and then click **[Print]** to send the job.

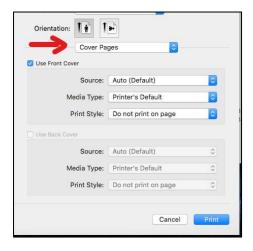


## **Booklet Printing - Cover**

Some jobs may require you to treat the cover of the book as a separate entity. You can choose to print the cover of the booklet using stock from a different drawer or by inserting a pre-printed cover into your book.

<u>Note:</u> Ensure the paper attributes is set to "Cover Page" on the MFD for the Source drawer you have specified.

- 1. Setup the job as a booklet as per instructions above.
- 2. Select [Cover Pages] from the dropdown.



- 3. In the **[Source]** dropdown, select the drawer where the stock you want to use for your cover is loaded
- 4. Set the cover details in the [Print Style] dropdown.
  - a. [Do not print on page] select this option if you are using a pre-printed cover
  - b. [Print on page] select this option if you are printing the cover with another stock

Cover Pag	ges ᅌ
Use Front Cover	
Source:	Auto (Default)
Media Type:	Printer's Default
Print Style 🗸	/ Do not print on page
Use Back Cover	Print on page Print on 1 side of page
Source:	Auto (Default)
Media Type:	Printer's Default
Print Style:	Do not print on page
	Cancel Print

5. Click [Print] to send the job.





Scope of Disclosure	Public
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## **Presets**

For common jobs, you may want to create a Preset to save the job settings for future use.

- 1. Setup the booklet as per instructions above.
- 2. From the [Presets] dropdown, select [Save Current Settings as Preset...].

Printer:	eS3505AC	<u></u>
Presets v	Default Settings	
	Last Used Settings	
Copies		
-	Booklet	
Pages	Paus Ourrest Pattings	o Dreset
	Save Current Settings a	s Preset
	Show Presets	
Paper Size:	A4	210 by 297 mr

3. Enter a name for the Preset, eg. "Booklets with Cover" and then click [OK].

