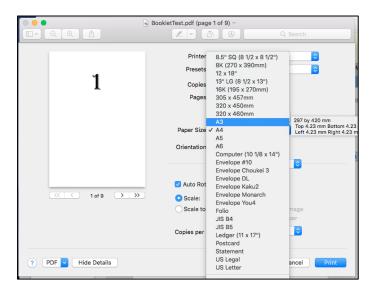
Scope of Disclosure	Public
Classification	Standard
Handling	Do not copy or transfer
Document Type	How To



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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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	
	 From Left to From Right to 		
? 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.

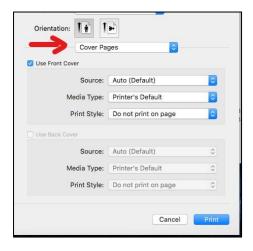


Booklet Printing - Cover

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.





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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].

