

# Printing booklet From Windows

Konica Minolta Bizhub "I" Series Copiers



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## Notes about advanced printing

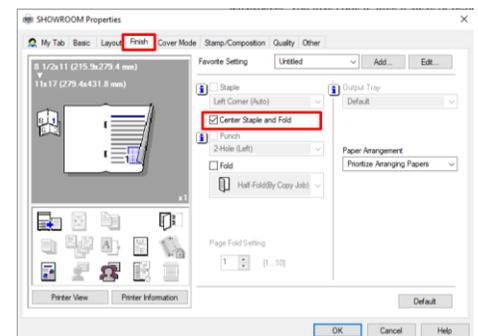
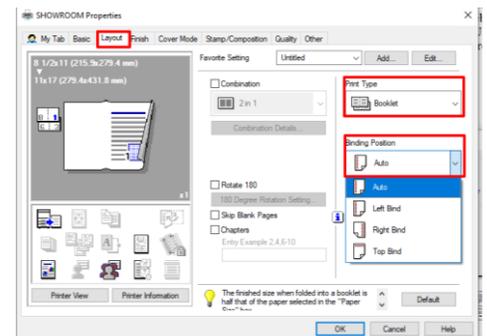
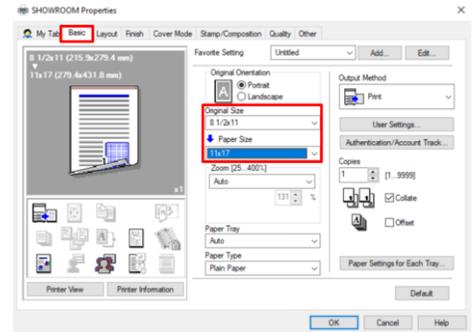
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When using advanced printing tools, such as booklets, there can be several things to consider. The software being used to create the booklet may have pre-determined settings for layout, which would conflict with changes made in the print driver. For example, adobe can layout the document as a booklet, in which case you would only center fold and staple. These instructions assume that the print driver is performing all the layout duties.

## Printing your booklet

Booklet printing uses **two** sizes. The original, which is the page size of the document, and the paper size, which is the paper size for the output. A booklet made with letter sized paper would have an original size of 5.5 x 11 and a paper size of 8 1/2 x 11. A booklet made with ledger paper would have an original size of 8 1/2 x 11 and a paper size of 11 x 17. These instructions assume Letter original made into a booklet.

1. Open the print dialog (usually File->print or ctrl->p)
2. In the print dialog box, click **[BASIC]**
  - a. Set the page/paper sizes.
    - i. For **Original Size**, select the page size of your document.
    - ii. For **Paper Size**, select the page size required for the booklet.
3. Click the **[LAYOUT]** tab.
  - a. For **Print Type**, select **[BOOKLET]**
  - b. **Binding Position:** Auto binding position generally works for most documents, however depending on the program pages may appear upside down. Top bind is for documents like calendars that are opened bottom to top, while left bind is for documents like books. If things appear off, try left bind and/or top bind.
4. Click the **[FINISH]** tab.
  - a. Check the **[CENTER STAPLE AND FOLD]** check box.
5. Click **[OK]** to save the settings and then print your document.



## Additional print options for booklets

### Cover Page

You can insert a cover page to the document. This is usually a gloss or cardstock.

1. In the **[BASIC]** tab, select the paper tray that contains the paper for the booklet body
2. Click the **[COVER MODE]** tab.
  - a. Check the **[FRONT COVER]** checkbox
  - b. If the cover is pre-printed, select **[BLANK]**. If you are printing on the cover, select **[PRINT]**
  - c. Use the **[FRONT COVER TRAY]** to select the tray to pull the cover from.

### Saving and reusing settings.

#### Saving print settings

You can save these settings (and settings for any print job) for future use.

1. Beside **Favorite Settings**, click **[ADD]**

Favorite Setting    Untitled    **Add...**    Edit...

2. In the **Add Favorite Settings** box:

- a. Give the setting a name.
- b. If you want a different icon, you can select one
- c. Enter any comments about the setting
- d. For **Restore Items**, select any additional items you would like recalled.

*The favorites settings may contain the size of the original and number of copies which are determined **only** when you start printing and are not set when you call the favorite setting. You can set these to be default by choosing the appropriate checkbox. **We suggest selecting "original document size, orientation"**.*

- e. Click **[OK]** to save the favorite

#### Recall favorite setting.

In the printer properties window, select the desired print favorite from the drop-down list for **Favorite Settings**.

Favorite Setting    **Ledger bookl**    Add...    Edit...

