

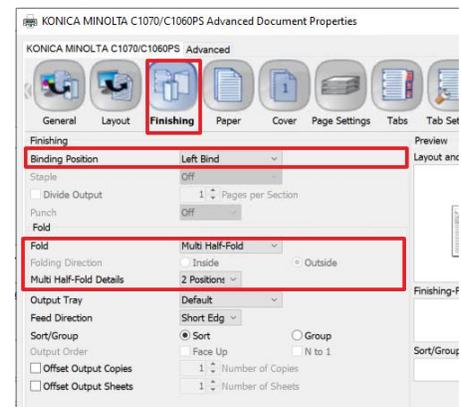


# Bizhub Pro 1060

Creating Booklets

## Using the print driver (printing from a program)

1. In the program, select **FILE->PRINT**
2. Make sure the Bizhub Pro 1060 is selected and click **PRINTER PROPERTIES**
3. Select the **BASIC** tab and configure the following:
  - a. **Imposition:** Booklet
  - b. **Binding Position:** Left Bind
  - c. **Original Size:** The size of the page in the *original document* (letter, 5.5x8.5 etc.)
  - d. **Original Orientation:** The orientation of the *original document* page
  - e. **Paper Size:** The size of paper you are printing on (Letter SEF, Ledger etc.)
  - f. **FIT TO PAPER SIZE:** Checked
  - g. **EXAMPLE:** To make a letter size booklet using ledger paper and letter size original, the settings for Original Size will be Letter and for Paper Size will be Ledger
4. Select the **FINISHING** tab and configure the following:
  - a. **Binding Position:** Left Bind
  - b. **Fold:** Multi Half-Fold
  - c. **Multi Half-Fold Details:** 2 Position (if you want stapling)
  - d. **Feed Direction:** Short Edge
5. Make any other changes you require (color, covers, workflow etc.) and print your document.



**\*\*NOTE\*\*** When fitting to page there may be extra margin space due to ratio of original and print. If you are printing documents that are out of ratio, for example letter to letter folded, then it is best to print from the program and not configure it via Job Centro.

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