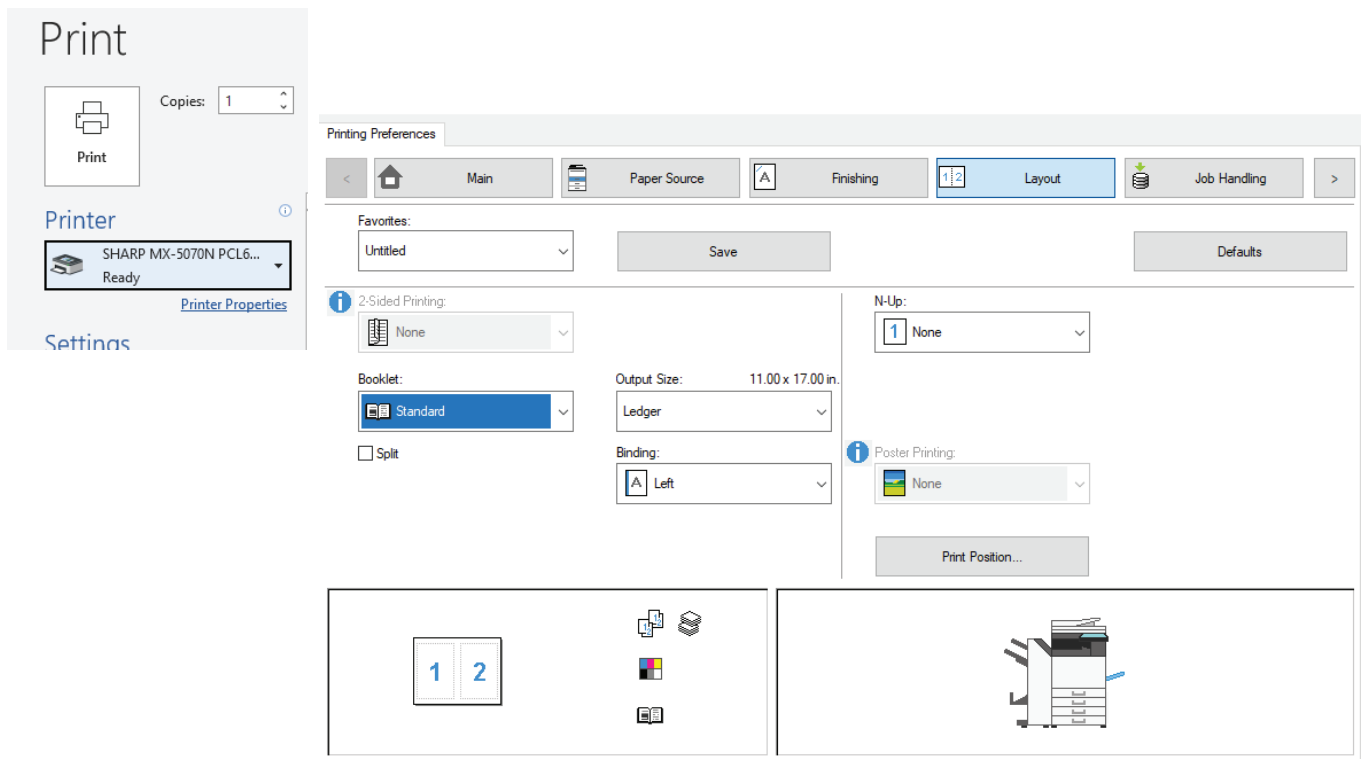


SHARP PRODUCT QUICK GUIDE

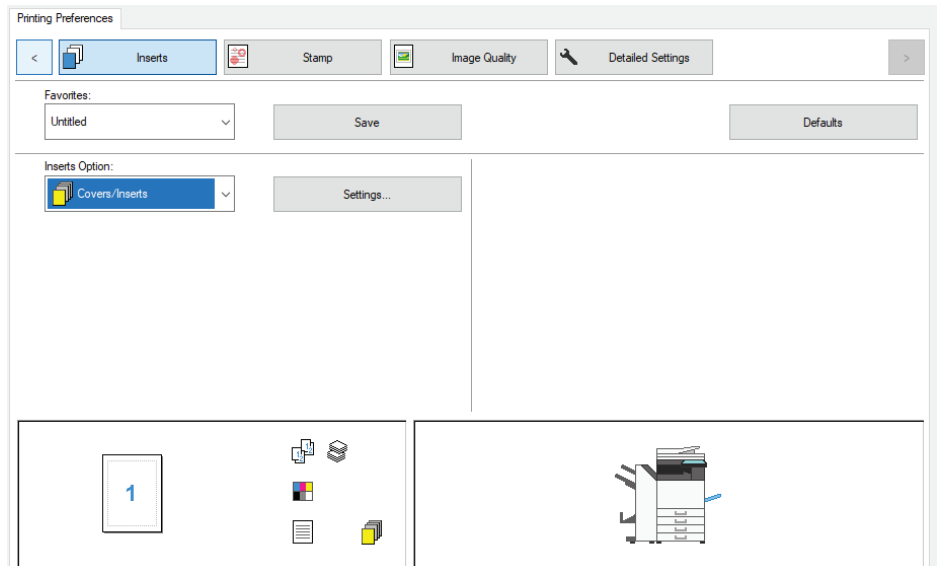
PRINTING BOOKLETS WITH A COVER SHEET

From Your Computer:

- Open Document
- Select File, Print
- Select Printer
- Select Printer Properties
- Select the Layout Tab
- Select Booklet, Standard
- Select the paper size you will be printing on (ex. 8 ½ x 11 will be called letter)



- Enable the Cover Sheet
 - o Select the arrow to display more tabs
 - o Select Inserts
 - o Select Covers and Inserts
 - o Select Settings



- o Select the tray you wish to pull the cover sheet from
- o Select if you want to print on it or if it is preprinted
 - Pre-printed = blank
 - Printing on it = 2 sided
- o Select Add
- o Select Save
- o Enter a name (ex. Booklet pre-printed cover)
- o Select ok
- Select the arrow to find the Finishing Tab
- Select Saddle Stitch under staple
- Select OK
- Select Print

