

## SHARP PRODUCT QUICK QUIDE

## 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 1/2 x 11 will be called letter)

Print				
Copies: 1 1	Printing Preferences			
Print	< Main	Paper Source	Finishing 12 Layout	Job Handling >
Printer	Favorites:			
SHARP MX-5070N PCL6 Ready	Untitled ~	Save		Defaults
Printer Properties	2-Sided Printing:     None		N-Up:	
Settings				
	Booklet:	Output Size: 11.00 x 1	7.00 in.	
		Binding:	Poster Printing:	
		A Left	✓ None ✓	
			Print Position	
	1 2			



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

Printing Preferences				
< Inserts	Stamp 🔤	Image Quality	<ul> <li>Detailed Settings</li> </ul>	>
Favorites: Untitled	✓ Save			Defaults
Inserts Option:	✓ Settings			
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- 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

	Paper Source		Job Handling
Favorites: Untitled ~	Save		Defaults
Staple: -A- Saddle Stitch		Output: Saddle Stitch Tray	
Punch:		Separator Page	
Fold:			
Offset:			
1 2			-