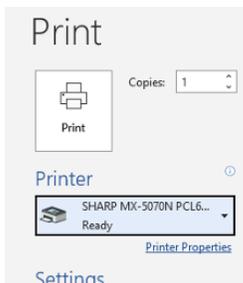


SHARP PRODUCT QUICK GUIDE

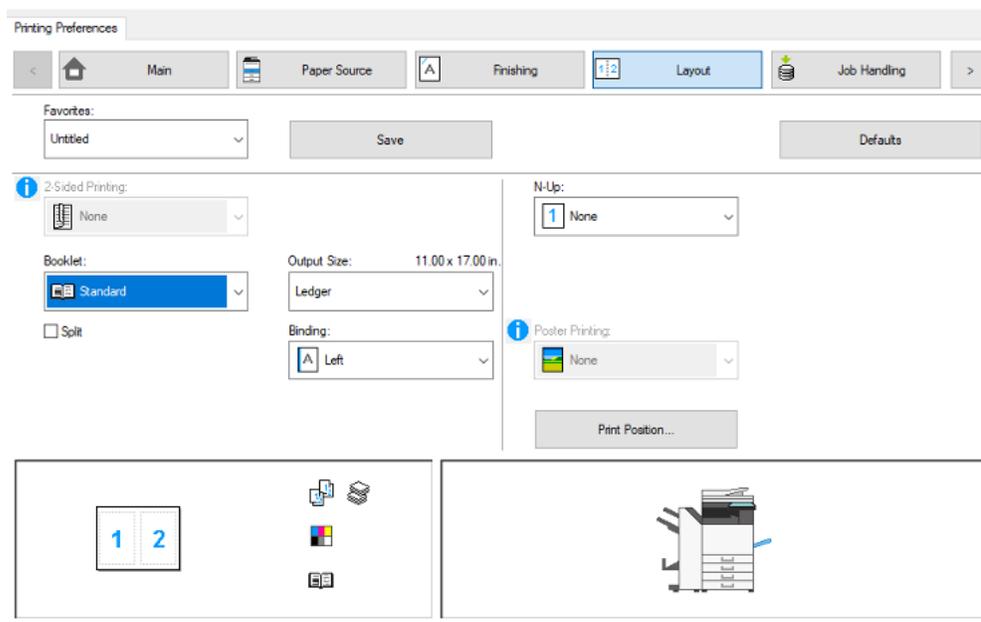
BOOKLET PRINTING

From Your Computer:

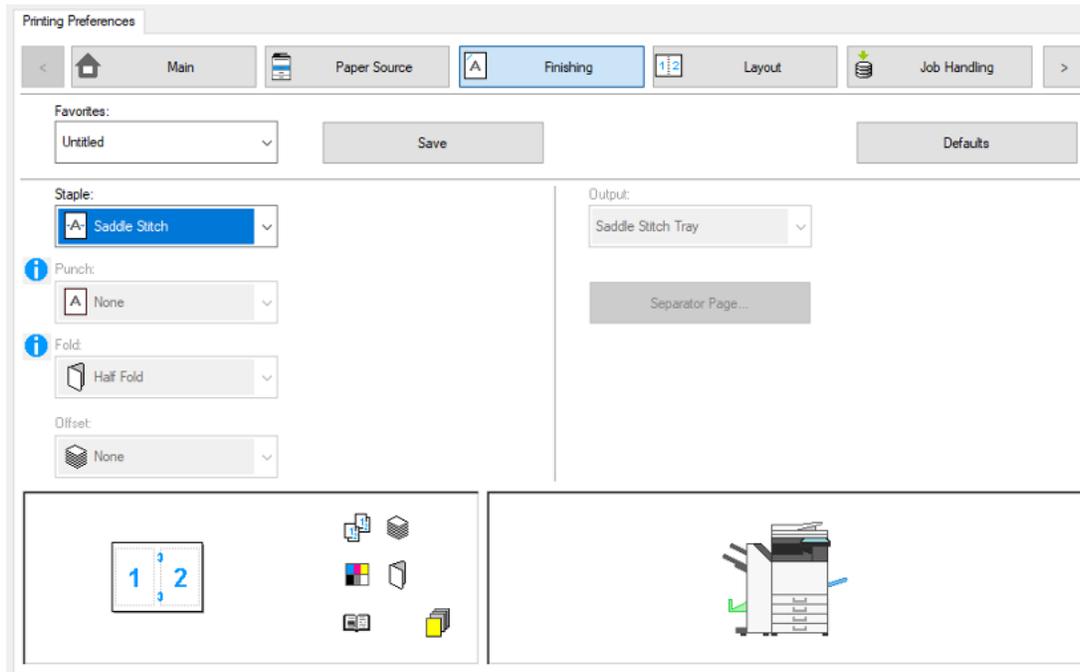
- Open Document
- Select File, Print
- Select Printer
- Select Printer Properties (this screen may look a bit different since you are using word perfect)



- 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)



- Select the Finishing Tab
- Select Saddle Stitch under staple



- Select OK
- Select Print

**If you need to pull from a specific tray, please be sure to select that tray in paper source tab. If you are using letter size paper (8 1/2 x 11) be sure to load the paper in landscape. If it is loaded portrait, it will not be able to staple or fold. **