

## SHARP PRODUCT QUICK QUIDE

## 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)

Print						
Ð	Copies: 1					
Print						
Printer	0					
SHARP MX-5070N PCL6 Ready						
	Printer Properties					
Settings						

- 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)

rinting Preferences									
< 📩 Main		Paper Source	A	Finishing	1 2	Layout	ė	Job Handling	>
Favorites:	~	Save						Defaults	
2-Sided Printing:	~			N-Up:	one	~			
Booklet:	~	Output Size: Ledger	11.00 x 17.00	in.					
Split		Binding:	~	Poster P	rinting: one	~			
					Print Positio	n			
1 2		d <sup>2</sup>							
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- Select the Finishing Tab
- Select Saddle Stitch under staple

ayout 🗳 Job Handling >
Defaults
~

- 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  $\frac{1}{2}$  x 11) be sure to load the paper in landscape. If it is loaded portrait, it will not be able to staple or fold. \*\*