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How to print an a5 booklet on double sided a4 paper. How to print a double sided booklet in adobe reader. How to print pdf booklet double sided. How to print double sided booklet in publisher. How to print booklet double sided in indesign. How to print a double sided booklet in word.

Printing : Home > Printing with Special Layout Options Standard double-sided printing for Windows Folded booklet double-sided printing for Windows Two types of double-sided printing are available: standard and folded booklet. Standard double-sided printing allows you to print the odd-numbered pages first. Once these pages are printed, you can reload them to print the even-numbered pages onto the opposite side of the paper. Folded booklet double-sided printing allows you to make single-fold booklets. The pages that will appear on the outside (after the page is folded) are printed first. The pages that will appear inside the booklet can then be printed after you reload the paper into the printer as shown in the illustration below. Single-fold booklet \* : Binding edge You can create a booklet by printing pages 1 and 4 on the first sheet of paper, pages 5 and 8 on the second sheet, and pages 9 and 12 on the third sheet. After you reload these sheets into the sheet feeder, you can then print pages 2 and 3 on the back of the first sheet of paper, pages 6 and 7 on the back of the second sheet, and pages 10 and 11 on the back of the third sheet. The resulting pages can then be folded and bound together into a booklet. Note: This feature is not available with borderless printing. This feature is not available when the printer is accessed over a network or is used as a shared printer. Depending on the paper, stacks of up to 30 sheets can be loaded into the sheet feeder during double-sided printing. Only use papers that are suitable for double-sided printing. Otherwise, the printout quality may deteriorate. Depending on the paper and the amount of ink used to print text and images, ink may bleed through to the other side of the paper. The surface of the paper may be smeared during double-sided printing. Follow the steps below to print odd- and even-numbered pages onto opposite sides of the sheet. Access the printer settings. Accessing the printer driver for Windows Click the Main tab, then select one of the following Quality Options: Draft for rough drafts with reduced print quality Text & Image for higher quality pages with text and images Photo for good quality and speed Best Photo for the best print quality Select the appropriate Type setting. Selecting the Correct Media Type Select the paper size of your data as the Size setting. Select Portrait (tall) or Landscape (wide) to change the orientation of your printout. Click the Page Layout tab, then select the Double-Sided Printing check box. Click Margins to open the Margins window. Specify the edge of the paper where the binding will be placed. You can choose Left, Top, or Right. Choose cm or inch as the Unit setting. Then specify the width of the binding margin. You can enter any width from 0.3 cm to 3.0 cm, or from 0.12 inches to 1.18 inches. Note: The actual binding margin may be different from the specified settings depending on your application. Experiment with a few sheets to examine actual results before printing the entire job. Click OK to return to the Page Layout screen. Then click OK to save your settings. Load paper into the sheet feeder, then send the print job from your application. Instructions for generating the even-numbered pages will be displayed while the odd-numbered pages are printed. Loading Paper Follow the on-screen instructions to reload the paper. Note: The paper may curl during printing due to the amount of ink used. Should this occur, slightly curl the sheets in the opposite direction before reloading them. Align the sheet stack by tapping its edges against a hard, flat surface before reloading the stack. Follow the instructions provided when reloading the printouts. Otherwise, paper may jam or the binding margins may be incorrect. If a paper jam occurs, refer to the following. See Paper jams Once the paper is reloaded, click Resume to print the even-numbered pages. Use the following steps to create a folded booklet. Access the printer settings. Accessing the printer driver for Windows Click the Main tab, then select one of the following Quality Options: Draft for rough drafts with reduced print quality Text & Image for higher quality pages with text and images Photo for good quality and speed Best Photo for the best print quality Select the appropriate Type setting. Selecting the Correct Media Type Select the paper size of your data as the Size setting. Select Portrait (tall) or Landscape (wide) to change the orientation of your printout. Click the Page Layout tab and select the Double-Sided Printing check box. Then click the Folded Booklet check box. Click Margins to open the Margins window. Specify the edge of the paper where the binding will be placed. You can choose Left, Top, or Right. Note: When you select Portrait as the Orientation setting, the Left or Right binding positions are available. The Top binding position is available when you select Landscape as the Orientation setting. Choose cm or inch as the Unit setting. Specify the width of the binding margin. Portrait Landscape \* : Folding edge \*\* : Margin You can enter any width from 0.3 cm to 3.0 cm, or from 0.12 inches to 1.18 inches. The specified margin width will be used on both sides of the fold. For example, if you specify a 1 cm margin, you will get a 2 cm margin (a margin of 1 cm will be placed on each side of the fold). Click OK to return to the Page Layout screen. Then click OK to save your settings. Load paper into the sheet feeder, then send the print job from your application. Instructions for printing the inside pages will be displayed while the outside pages are printed. Loading Paper Follow the on-screen instructions to reload the paper. Note: The paper may curl during printing due to the amount of ink used. Should this occur, slightly curl the sheets in the opposite direction before reloading them. Align the sheet stack by tapping its edges against a hard, flat surface before reloading it in the printer. Follow the instructions provided when reloading the printouts. Otherwise, paper may jam or the binding margins may be incorrect. If a paper jam occurs, refer to the following. See Paper jams Once the paper is reloaded, click Resume to print the inside pages. Once printing is complete, fold the sheets and bind them together using a stapler or other binding method. I've done this a lot to print out drafts. I have 2 methods but prefer the 2nd: In word, Layout > Page Setup (small icon bottom right of ribbon box) > Margins > Pages section > Book fold. Then when I print I'll use landscape and select "print on both sides". In word, save as pdf, then print -> booklet (print on both sides selected). I have an epson printer and both of these methods work okay. If the double sided print still doesn't print, and the "print preview" looks good, it might be a printer settings problem. The links online will be how to print a booklet (or book fold) in word. However double sided printer problems will depend on the make of the printer. Alternatively, when I want to print an 8 page booklet on 1 sheet I print double sided on a4 with the text in a6 and use a guillotine. That way each page takes up a quarter of the a4 and the booklet can be formed by cutting the a4 in half portrait. If printing pdf I would use "Multiple", pages per sheet, 2x2, page order horizontal and check print on both sides. If printing from word I would use the dropdown 4 pages per sheet at the bottom of the print dialogue. If you are lucky enough to have access to adobe indesign, there is also a file>print booklet 2-up perfect bound option that works like a charm. You can print two pages of a document on both sides of paper and then fold your printed pages in half to make a booklet. The printer driver controls the print order in such a way that the page numbers are correctly arranged. Booklet printing may not be available with some sizes and types of paper. The paper that is available for 2-sided printing is also available for booklet printing. See Paper. [Basic Settings] tab Select [Booklet Printing] in [1-sided/2-sided/Booklet Printing] Click [Booklet] to specify detailed settings as necessary [OK] [OK] Select [Booklet Printing]. The screen below is displayed. [Booklet Printing Method] [All Pages at Once]: Prints all of the pages at once as a single bundle so that you can make a booklet just by folding the printed pages in half. [Divide into Sets]: Prints as multiple bundles divided by the number of the pages specified on [Sheets per Set]. Bind each bundle, and then combine them as one booklet. Select this option when the document has so many pages that you cannot bind them all into a single booklet. [Specify Booklet Gutter]If you are using a stapler or other binding tools, specify the margin width for binding your booklet. Select the [Specify Booklet Gutter] check box and specify the margin width in [Booklet Gutter]. It is possible to print a document in such a way that it will appear as a booklet when folded by making a simple driver setting adjustment. In order to select the 'Booklet' function in the PCL driver the printer must have a duplex unit installed but the option is still not available check that the duplex unit has been recognised under the driver's 'Configuration' tab.The following screenshot shows how to configure this setting on the PCL drivers for the C9600 PCL driver but this also applies to the C9600 PCL6 driver and the C9800 (GA) PCL/PCL 6 drivers. Under the 'Setup' tab click the 'Finishing Mode' pull-down menu and select 'Booklet'.It is possible to select 4 different types of booklet printing by using the C9800 PS driver, this setting is available under the 'Finishing' bar when the 'Fiery Printing' tab is selected as shown below.Here is a brief description of each booklet printing method:Standard Booklet As the name suggests this will produce a 'standard' type booklet as used in the UK, Europe, USA, Australia etc... When the paper is folded the fold (binding) will be on the left side of the printed page.Right Side Binding This type of booklet is very similar to a standard booklet but the fold will instead be placed on the right side of the printed page as used in countries such as Japan.Perfect This type of booklet printing will produce several booklets each consisting of one sheet of media, for example an eight page document will produce pages 1-4 in one booklet and pages 5-8 in a separate booklet.Speed print Speed print will print all the odd pages (2 pages at a time) on one side of the media and the even pages on the other side. The idea behind this type of booklet is that the user will cut each sheet down the middle rather than fold it and then staple the sheets together manually. Page 2 will be on the opposite side of page 1, page 4 will be on the opposite side of page 3 etc...Double print This is a quick way to produce two separate booklets that can be manually stapled together. When this booklet printing method is selected two copies of each page will be printed side by side on the same media. To complete the booklets the user should cut down the middle of each sheet and staple the booklets together manually.Note: The Standard, Right Side Binding and Perfect type booklet settings are only available in the driver if '2 Sided Printing: Long Edge Binding' is selected.Booklet printing cannot be selected through the C9600 PostScript driver.

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