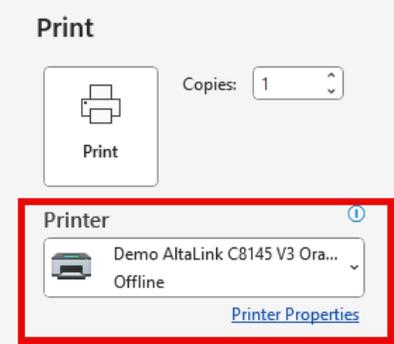
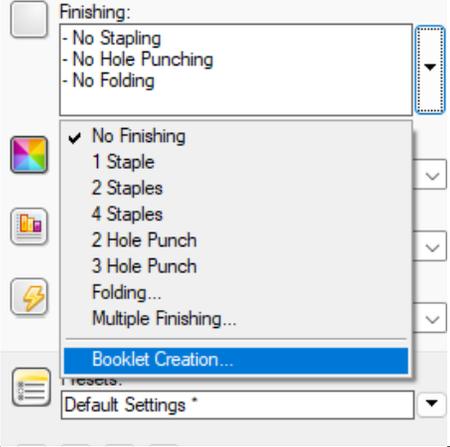
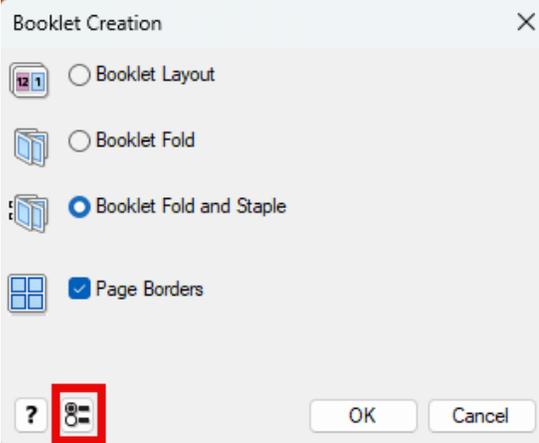
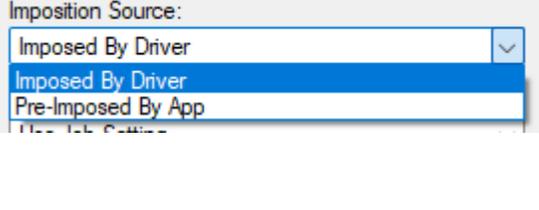
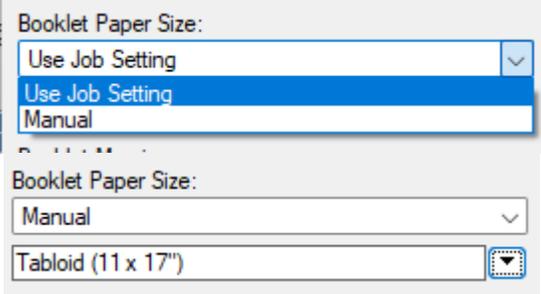
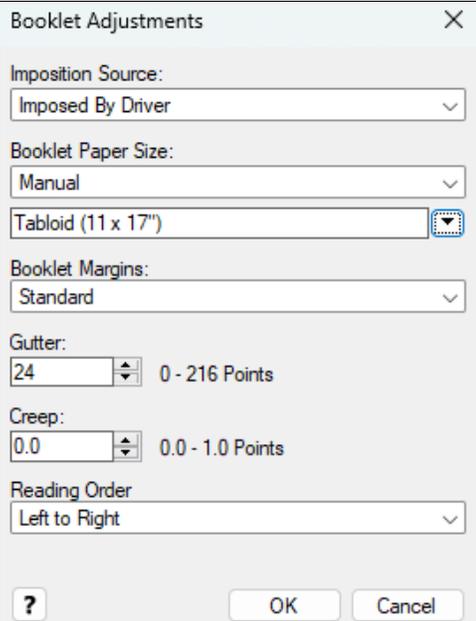


## Xerox AltaLink: Print Booklets from PC

This guide will cover how to print booklets from a PC.

<ol style="list-style-type: none"> <li>From the document, select <b>File</b> → <b>Print</b>.</li> <li>Select the Xerox printer from the list of available printers.</li> <li>Select <b>Printer Properties</b> to open the print driver.</li> </ol>	
<ol style="list-style-type: none"> <li>Select <b>Print Settings</b>, then <b>Printing Options</b>.</li> <li>Under <b>Finishing</b>, select <b>Booklet Creation</b>.</li> </ol>	
<ol style="list-style-type: none"> <li>Choose your preferred booklet finishing options: <ul style="list-style-type: none"> <li><b>Booklet Layout:</b> Prints the booklet without folding or stapling.</li> <li><b>Booklet Fold:</b> Folds the booklet pages.</li> <li><b>Booklet Fold and Staple:</b> Folds and staples the booklet pages automatically.</li> <li>To remove page borders, uncheck the <b>"Page Borders"</b> option.</li> </ul> </li> <li>Select icon highlighted in red to open <b>Booklet Adjustments</b>.</li> </ol>	
<ol style="list-style-type: none"> <li>Select correct <b>Imposition Source</b>. <ul style="list-style-type: none"> <li><b>Imposed by Driver:</b> The document is not in a book spread, and the driver will paginate it.</li> <li><b>Pre-Imposed by App:</b> The document is already in a book spread, and the driver will not paginate it.</li> </ul> </li> </ol>	

<p><b>9. Select Booklet Paper Size:</b></p> <ul style="list-style-type: none"> <li>• <b>Use Job Setting:</b> Paper size matches the original document size.</li> <li>• <b>Manual:</b> Set the desired paper size.             <ul style="list-style-type: none"> <li>▪ If Manual is chosen, select the size from the dropdown.</li> </ul> </li> </ul> <p><i>Note: Paper must be loaded in the tray in landscape orientation to print a booklet.</i></p>	
<p><b>10. Make any other desired changes:</b></p> <ul style="list-style-type: none"> <li>• <b>Booklet Margins:</b> Adjust the space around the pages, ensuring larger inner margins (gutter) for binding, preventing text from being cut off when the pages are folded and bound.</li> <li>• <b>Gutter:</b> Specifies the width of the center margin between the page images.</li> <li>• <b>Creep:</b> Specifies how much to shift the page images outward.</li> <li>• <b>Reading Order:</b> Left to Right or Right to Left.</li> </ul> <p><b>11. Select OK and OK again.</b></p>	

12. The **2-Sided Printing** option will automatically be set to **2-Sided Print, Flip on Short Edge**.

13. Adjust the **Xerox Black and White/Color** settings as needed.

14. If desired, click the icon highlighted in red to save the settings as a **Preset** or **1-Touch**. This allows for easy recall of the settings in the future.

15. Click **OK** to exit the Print Driver, then select **Print**.

