

Xerox AltaLink: Print Booklets from PC

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

1. From the document, select File \rightarrow Print .	Print
 Select the Xerox printer from the list of available printers. Select Printer Properties to open the print driver. 	Copies: 1 Print Print Print Demo AltaLink C8145 V3 Ora Offline Printer Properties
4. Select Print Settings, then Printing Options.	Finishing
5. Under Finishing, select Booklet Creation.	No Stapling No Hole Punching No Folding
	Vo Finishing 1 Staple
	2 Staples
	2 Hole Punch
	Folding
	Multiple Finishing
	Uerauit Settings
6. Choose your preferred booklet finishing	Booklet Creation X
Booklet Layout: Prints the booklet without folding or stanling	Booklet Layout
Booklet Fold: Folds the booklet pages.	Booklet Fold
Booklet Fold and Staple: Folds and	
staples the booklet pages automatically.	
• To remove page borders, uncheck the "Page Borders" option.	Page Borders
7. Select icon highlighted in red to open Booklet	
Adjustments.	? 🔠 OK Cancel
8. Select correct Imposition Source.	Imposition Source:
Imposed by Driver: The document is not in a book spread, and the driver will pagingto	Imposed By Driver
it.	Imposed By Driver
Pre-Imposed by App: The document is	Use let Cation
already in a book spread, and the driver will	
not paginate it.	

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 9. Select Booklet Paper Size: Use Job Setting: Paper size matches the original document size. Manual: Set the desired paper size. If Manual is chosen, select the size from the dropdown. Note: Paper must be loaded in the tray in landscape orientation to print a booklet.	Booklet Paper Size: Use Job Setting Use Job Setting Manual Booklet Paper Size: Manual Tabloid (11 x 17")
 10. Make any other desired changes: Booklet Margins: 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. Gutter: Specifies the width of the center margin between the page images. Creep: Specifies how much to shift the page images outward. Reading Order: Left to Right or Right to Left. 11. Select OK and OK again. 	Booklet Adjustments X Imposition Source: Imposed By Driver Imposed By Driver V Booklet Paper Size: Manual Manual V Tabloid (11 x 17") Imposed By Driver Booklet Margins: Imposed By Driver Standard V Gutter: Imposed By Driver 24 Imposed By Driver Imposed By Driver V Booklet Margins: Imposed By Driver Standard V Gutter: Imposed By Driver 24 Imposed By Driver Imposed By Driver Imposed By Driver Gutter: Imposed By Driver Imposed By Driver Imposed By Driver Gutter: Imposed By Driver Imposed By Driver





12. The 2-Sided Printing option will 1-Touch Printing Options Image Options Document Opt automatically be set to 2-Sided Print, Flip on Job Type: Short Edge. Normal Print ~ *** Paper: 13. Adjust the Xerox Black and White/Color -Tabloid (11 x 17") settings as needed. -White • -Plain **14.** If desired, click the icon highlighted in red to 🖓 2-Sided Printing: r save the settings as a **Preset** or **1-Touch**. This 2-Sided Print, Flip on Short Edge allows for easy recall of the settings in the future. : Finishing: - Booklet Creation • 15. Click OK to exit the Print Driver, then select Print. Xerox Black and White: Off (Use Document Color) \sim Print Quality: Enhanced \sim Output Destination: Automatic \sim Presets: Default Settings * Ŧ ? 5 日

