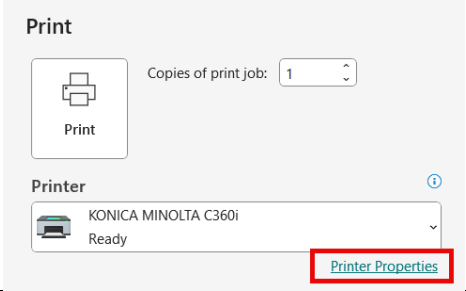# Konica Minolta i-Series: Printing Booklets from a PC
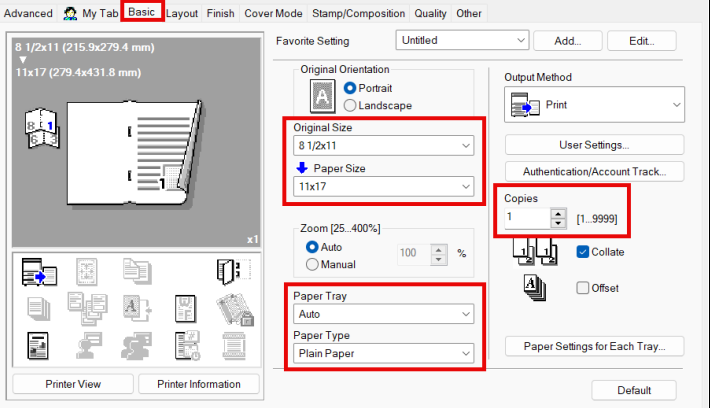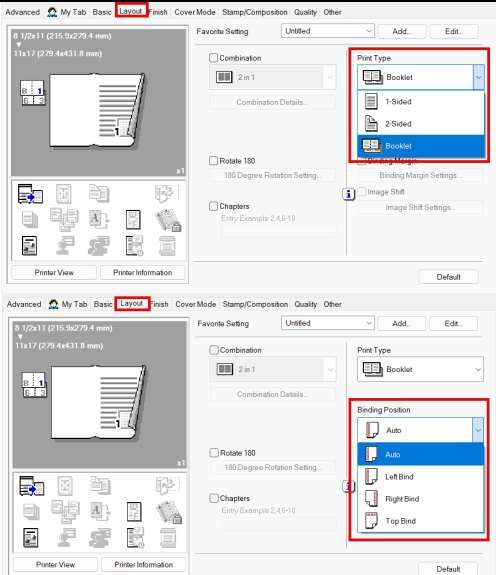
This guide will go over how to print a booklet from a PC.

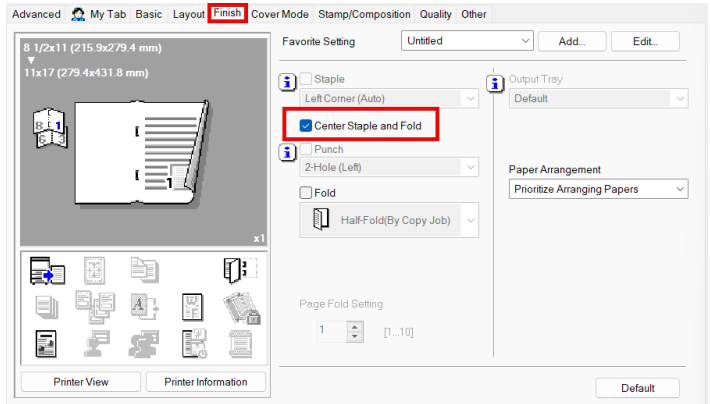## Printing Booklets:

1. Open the document. 2. Always check **Page Setup** in the program to confirm whether the document layout is a book spread or single pages. 3. Click **File → Print → Printer Properties** to open the print driver.	**Print** Copies of print job: 1 Print **Printer** KONICA MINOLTA C360i Ready Printer Properties

4. Under the **Basic** tab:
 	
• **Original Size**: Size of original document.
• **Paper Size**: Size of paper used to print. The document will automatically be scaled.
• **Paper Tray**: Leave on **Auto** or select a specific tray.
  Note: Paper must be landscape in the paper tray for any folding.
   o If adding a cover, do not leave Paper Tray on Auto as tray for the inside sheets must be specified.
• **Paper Type**: Ensure paper type matches what is set at the machine in the corresponding paper tray. Leave on plain paper or adjust as needed.
• **Copies**: Enter number of copies.	

5. Under the **Layout** tab:
 	
• **Print Type**:
   o If printing document with individual pages, select **Booklet**.
   o If using a booklet spread document, select **2-Sided.**
• **Binding Position**: Leave to **Auto** or select desired binding position. Refer to document photo on the left to make sure it looks correct. Most booklets use **Left Bind.**

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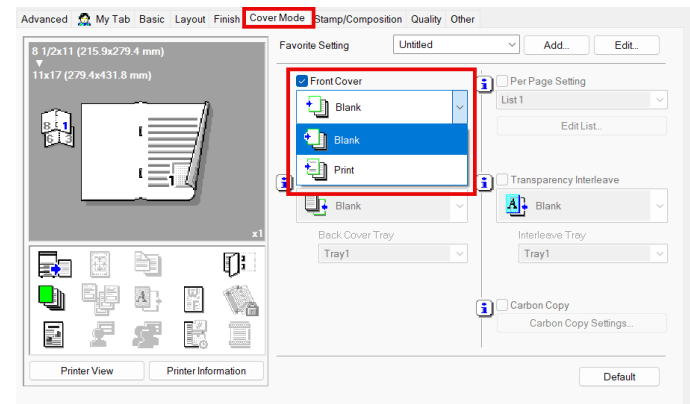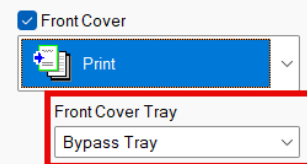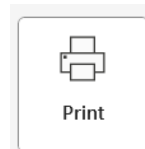|	
6. Under the **Finish** tab: • Select the checkbox for **Center Staple and Fold.** • If only folding, select the checkbox for **Fold**, and select **Half-Fold (By Copy Job)** from dropdown menu. • If printing with no finishing options, skip this step. **7.** If adding a cover, continue to Step 9. If not adding a cover, ensure all desired settings are applied, select **OK**. **8.** Execute Printing.	
9. Under the **Cover Mode** tab: • Select the checkbox next to **Front Cover**. • Choose **Blank** if using a pre-printed cover. • Choose **Print** if using the document for the cover. *Note: For booklets or folding, the Front Cover will also be the Back Cover. Not able a select back cover on this tab.	
10. Select **Front Cover Tray** and choose correct paper tray.	
11. Ensure all other desired settings are applied, select **OK**. **12.** Execute printing.	

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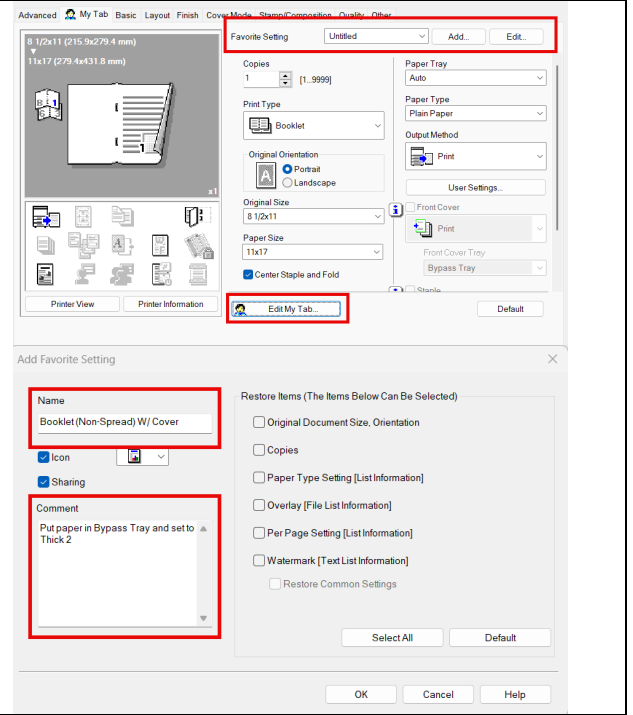
Tips: Create a Favorite Setting, and Edit My Tab

*Creating a **Favorite Setting** allows users to easily apply the saved settings in future jobs by choosing it from the dropdown menu. The **Edit My Tab** feature allows customization for 'My Tab' within the print driver for frequently used features.*

1. To create a **Favorite Setting**, apply all desired settings on all tabs, then select **Add** next to the **Favorite Setting** option.

2. Name the Favorite Setting. If desired, add a comment to help recall the setting or anything additional that needs to be done. This comment will show up when hovering over the favorite setting in the dropdown.

3. To use the favorite setting, select it from the dropdown list.

1. To **Edit My Tab**, select the button in the lower section on **My Tab** in the print driver.

2. Go through the different tabs across the top and select the setting to add to My Tab. Select **to the LEFT** or **to the RIGHT** for where the setting will appear. Repeat for additional settings. Edit settings already on My Tab by moving settings **Up**, **Down**, **Left/Right** or **Remove**.

3. When finished, select **OK**. These settings will now appear on **My Tab**.