TOSHIBA
Leading Innovation >>>

Booklet Printing from Mac OS

The following instructions and screenshots are based on Mac OSX 10.13.5 and Print Driver version 7.89.

1. Select **[Print]** from the **[File]** menu of the application.

2. Select **[Paper Size]** from dropdown. For this example we are using A3 Paper Size to create A4 Finished Booklets.
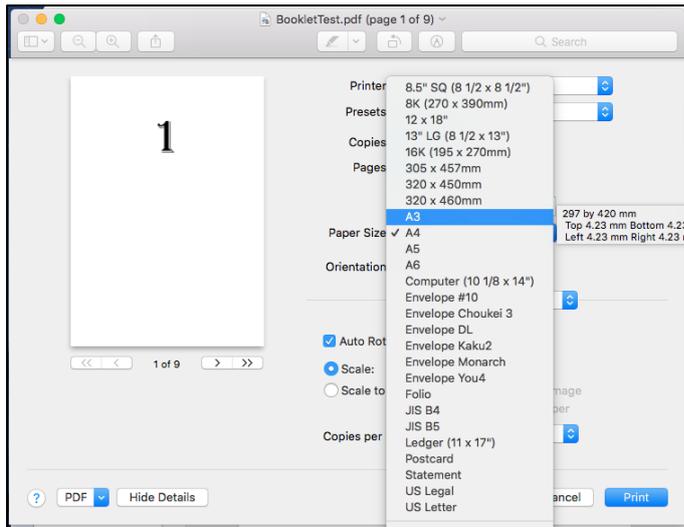
3. Select **[Booklet]** in the dropdown menu.

TOGETHER INFORMATION
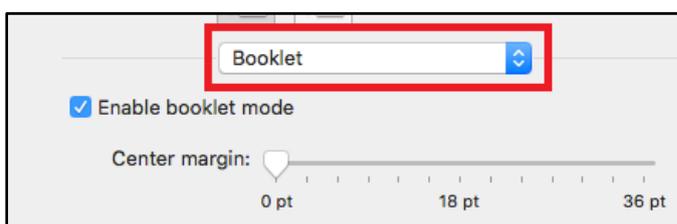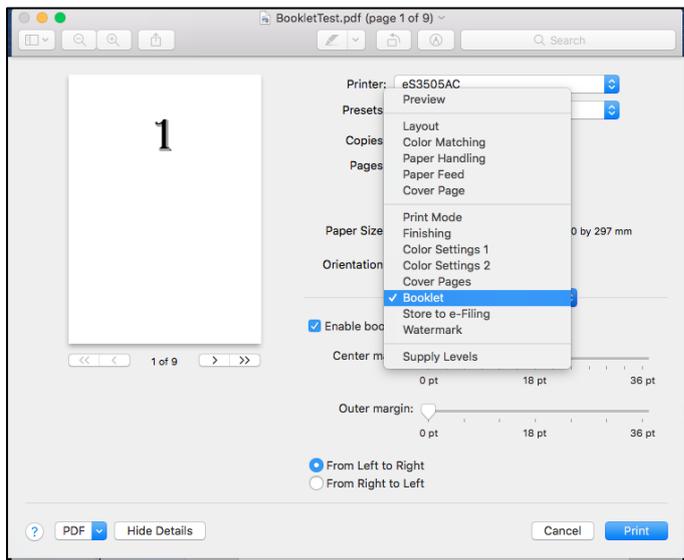
4. Select **[Enable Booklet Mode]** and set booklet details.
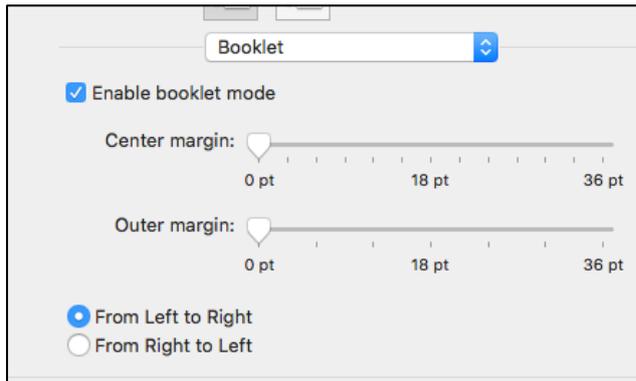
5. Select **[Finishing]** from the drop down menu.
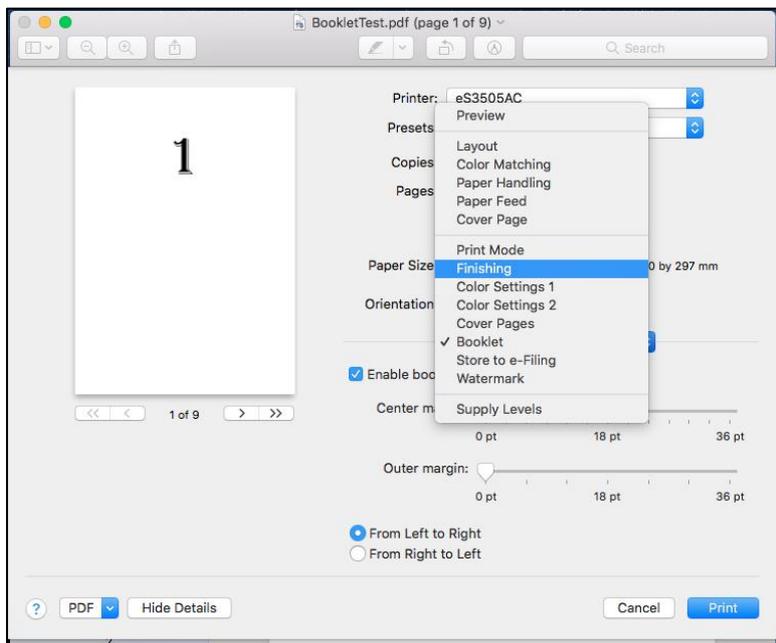
6. Set the position of the staples in **[Stapling]** to **[Saddle Stitch (Portrait) / Saddle Stitch (Landscape)]**

TOSHIBA
Leading Innovation >>>

Scope of Disclosure	**Public**
Classification	Standard
Handling	Do not copy or transfer
Document Type	How To
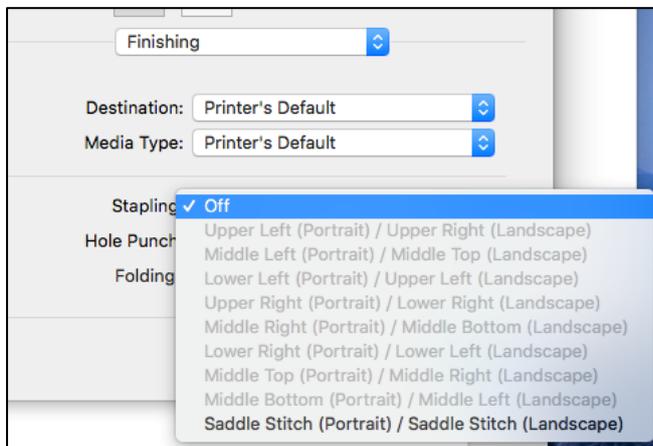
7. Set **[Folding]** to ON.
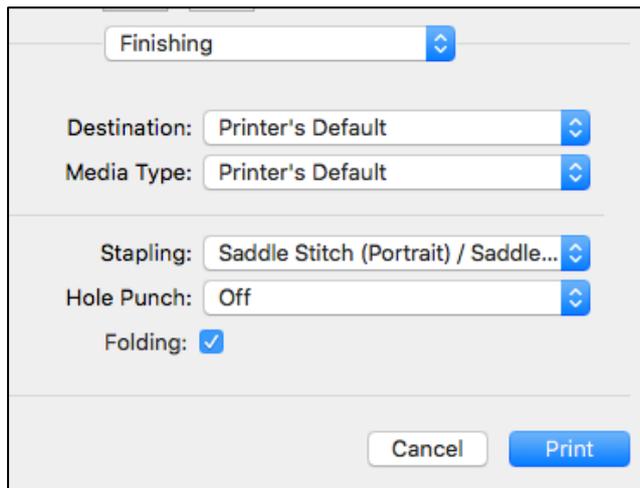
8. Set other print functions, and then click **[Print]** to send the job.

<u>Booklet Printing - Cover</u>

Some jobs may require you to treat the cover of the book as a separate entity. You can choose to print the cover of the booklet using stock from a different drawer or by inserting a pre-printed cover into your book.

Note: Ensure the paper attributes is set to "Cover Page" on the MFD for the Source drawer you have specified.

1. Setup the job as a booklet as per instructions above.

2. Select **[Cover Pages]** from the dropdown.
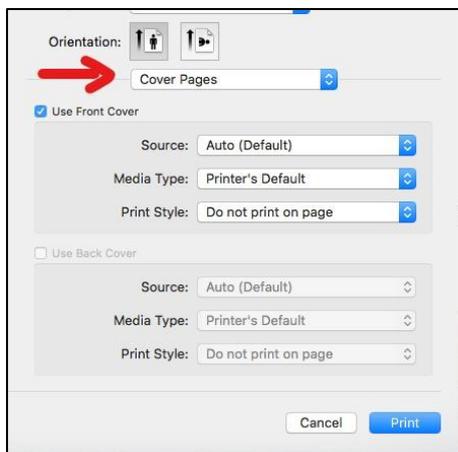
3. In the **[Source]** dropdown, select the drawer where the stock you want to use for your cover is loaded

4. Set the cover details in the **[Print Style]** dropdown.
   a. **[Do not print on page]** – select this option if you are using a pre-printed cover
   b. **[Print on page]** – select this option if you are printing the cover with another stock
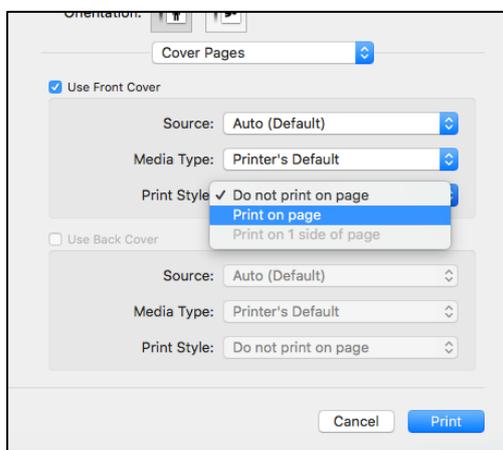
5. Click **[Print]** to send the job.

Presets

For common jobs, you may want to create a Preset to save the job settings for future use.

1. Setup the booklet as per instructions above.

2. From the **[Presets]** dropdown, select **[Save Current Settings as Preset…]**.
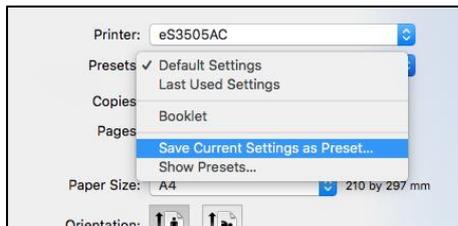
3. Enter a name for the Preset, eg. "Booklets with Cover" and then click **[OK]**.