Scope of Disclosure	Public
Classification	Standard
Handling	Do not copy or transfer
Document Type	How To

Booklet Printing

The following instructions and screenshots are based on a PC running Windows 10 and Toshiba Universal Printer Driver v7.197.4229.12.

- 1. Select [Print] from the [File] menu of the application.
- 2. Configure [Paper Sizing & Handling] according to the job requirements. Click on [Properties] button.

Printer: UNIV on MFP11814169	roperties Advanced
Copies: 1 P	rint in grayscale (black and white)
□ s	ave ink/toner (j)
Pages to Print	Comments & Forms
All	Document and Markup
○ Current page	Summarize Comment
O Pages 1 - 8	Summarize commente
More Options	Document: 8.3 x 11.7in
Page Sizing & Handling ①	8.27 x 11.69 Inch
Size Poster Multiple	Booklet

3. Go to the **[Finishing]** tab. Select the Booklet icon from the **[2-Sided Printing]** area and click on the **[Details...]** button.

Basic Finishing Paper Handling	Image Quality Effect Others 1	Femplates
Print Job:	Copy Handling:	2
1.23	2-Sided Printing:	Details
	Number of pages per Sheet:	
	1 2 4 6	8 9 16
100%	Direction of Print:	Page Rotation(X):
A4 A3	Draw Borders Around Page	A A D
Settings	Staple:	Hole Punch: Folding:
Profile:		
None \checkmark		
Save Profile Delete	Margins:	Details
Rules Based Printing	Poster Print:	Details
Restore Defaults		
		OK Cancel Help

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4. From the [Booklet Details] window, set the booklet properties – [Page Order] and [Margin].

nie	Booklet Details	×
m	Output Document Layout: A4 on A3 ~	
	Page Order	-
	1.2.3	
	From Left to Right O From Right to Left	
111	Margin	
No.	Centre:	
100000	Outer:	
	Units: O inch	
	Booklet without Centre Margin	
	✓ Folding	
	Staple Down the Centre	
E	Restore Defaults	
5	OK Cancel	

5. Set **[Folding]** to ON. Set **[Staple Down the Centre]** to ON. Click **[OK]** to return to main properties window.

-	-		
Booklet w	ithout Centre N	/largin	
✓ Folding			
Staple Dov	wn the Centre		
	Restore I	Defaults	
	ОК	Cancel	

6. Click **[OK]** and then **[Print]** to send the job.



Booklet Printing - Cover

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 preprinted cover into your book.

- 1. Setup the job as a booklet as per instructions above.
- 2. From the properties window, go to the [Paper Handling] tab. Enable [Use Front Cover] option.

<pre>rint Job: Normal Print 12.3 100% A4 A3 1.2.3 1.2.3 Forfile: None Rules Based Printing Restore Defaults rint Job: Use Front Cover: Source: Print Style: Print Style: Print Style: Print Style: Do not print on page Edit Duplicate Print Style: Print Style: Print Style: Print Style: Do not print on page Edit Duplicate Print Style: Print S</pre>	Dania Einiahin -	Paper Handling	Image Quality Effect Other	Templater	
A4 A3 J1.2.3 J1.2.3 Source: Auto Profile: None Rules Based Printing Restore Defaults	Basic Finishing rint Job: Normal Prin 1.2.3.	Paper Handling	Image Quality Effect Others Use Front Cover: Source: Bypass Tray Use Back Cover: Source: Auto Insert Pages: Pages: Date Interleave Pages:	Templates ~	Print Style: Print both sides of page Print Style: Do not print on page Edit
Profile: None Save Profile Delete Rules Based Printing Restore Defaults	A4 7 1.2.3 1.2.3 Setting	5	Source: Auto		
	Profile: None Save Profile Rules Based F Restore De	Pelete Printing efaults			

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

- 3. In the [Source] dropdown, select the drawer where the stock you want to use 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 both sides of page] select this option if you are printing the cover with another stock
- 5. Click **[OK]** and then **[Print]** to send the job.

