

2

CONVENIENT PRINTING FUNCTIONS IN WINDOWS

This section explains convenient functions for specific printing objectives. The procedures for selecting these functions assume that the printer driver properties window has been opened from the print window of your application and that basic settings such as the paper size have been selected. When the settings are completed, return to the print window and begin printing.

 [BASIC PRINTING PROCEDURE](#) (Page 6)

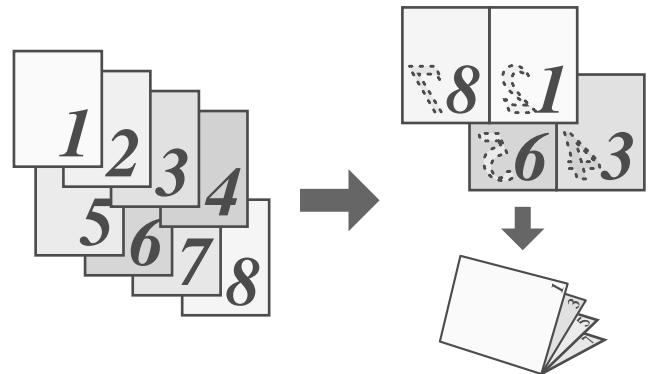


For details on printer driver settings used for each printing function, view printer driver Help.

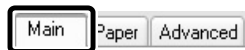
CONVENIENT FUNCTIONS FOR CREATING PAMPHLETS AND POSTERS

CREATING A PAMPHLET (Pamphlet/Pamphlet Staple)

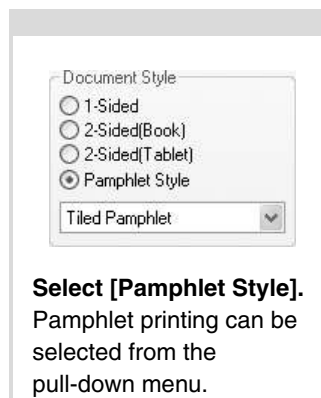
The pamphlet function prints on the front and back of each sheet of paper so that the sheets can be folded and bound to create a pamphlet. This is convenient when you wish to compile printed output into a pamphlet. When a saddle stitch finisher is installed and saddle stitch printing and the staple function are selected, the output is automatically folded at the centre. This allows you to conveniently use the output as a handout or pamphlet without the need for any further work.



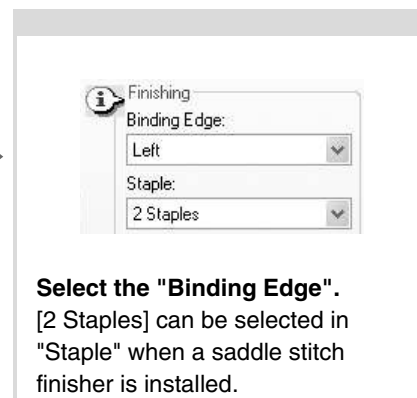
Selecting the settings:



The settings are on the [Main] tab.



Select [Pamphlet Style]. Pamphlet printing can be selected from the pull-down menu.



Select the "Binding Edge". [2 Staples] can be selected in "Staple" when a saddle stitch finisher is installed.