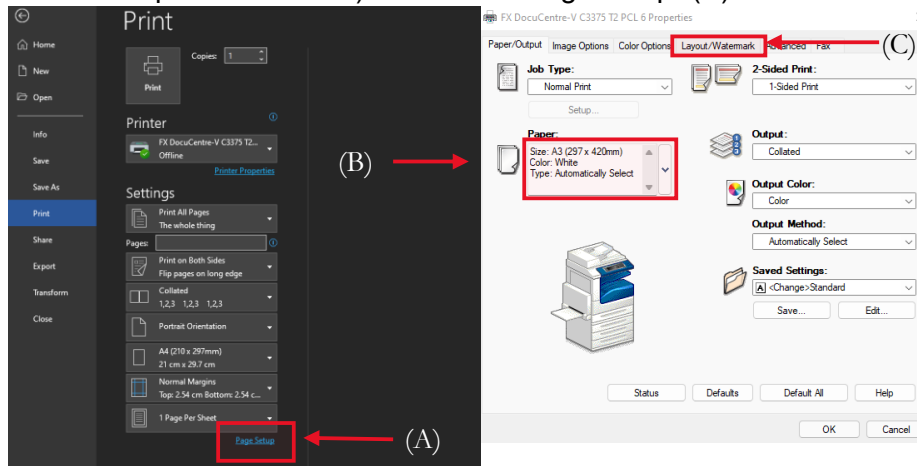
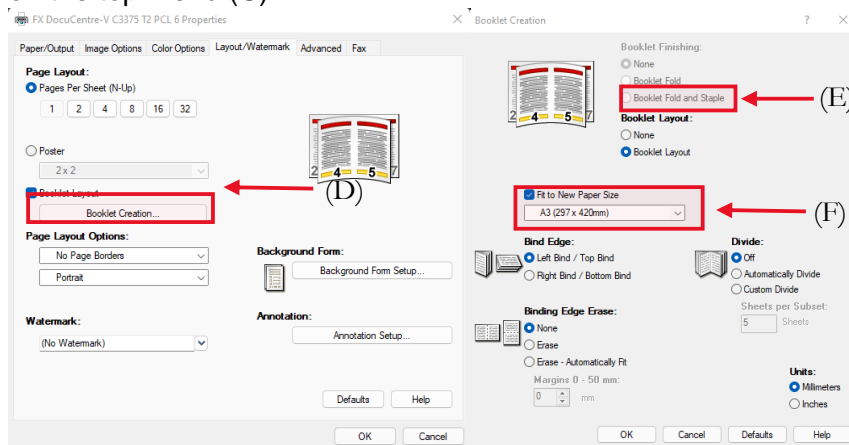


1. First you want to head to the print menu and click page set up (Make sure to have the correct printer selected) and select “Page setup” (A)



2. Once selected you will be prompted with a window which is where you select your printers' saved settings and can adjust your personal printing settings. In this menu you want to Change your paper size to A3 (B) then click the “Layout/Watermark” Tab on the top menu (C)



3. Once in the “Layout/Watermark” tab you will see a button called “Booklet Creation” (D) if you go ahead and select that you will be prompted with a new window with all the necessary options needed to create a booklet.
  - Booklet Finishing: Select “Booklet Fold and Staple” (E)
  - Then select “Fit to new paper size”, and in the drop box underneath that select “A3 Plain” (F)
  - Click okay once those steps are completed

Now in the tab click on paper output to return to the original menu, then select “save” (G), create a name for the pre-set and click “ok” this will save the pre-set for you so you can load it anytime you need to create a booklet. You can also adjust the colour to black and white here (H). Click “ok” to finish up (I)

