

BOOKLET PRINTING KONICA MINOLTA DEVICES

- To make a booklet you need to have your A4 originals in the order that you want them to appear in the booklet.
- Select file print.
- Printer properties.
- On either the My Tab or basic tab, select print type as booklet.
- Now select the Finish tab.
- Tick Centre staple and fold option.
- This will produce and A5 booklet stapled and folded.
- To insert a cover sheet.....
- Select the tray on the basic tab for the main body of the booklet to come from.
- Select Cover Mode tab.
- Tick Front Cover.
- Select if you wish this to stay blank (for pre printed covers) or you want to print onto it.
- Select the tray for the covers to come from.