Booklet Printing

You can print your documents on A4 or A3 paper in booklet format. Below is an example for a PowerPoint print out. The instructions apply to other Microsoft Office applications.

Open your document from that you wish to print in booklet form.

Once it has opened, click File >> Print.



Under where it says Full Page Slides dropdown choose the handout you wish to print (if you are using another Microsoft application please skip this step).

Once you have done that, click **Printer Properties** underneath the printer

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Info	Print
New	Copies: 1
Open	
Save	Print
Save As	Printer
Save as Adobe PDF	Follow-you on TARPT02.EIT
	Sottings
Share	Print All Slides
Free and	Print entire presentation
export	Slides:
Close	Print 1 slide per page
	Print Layout
Account	
Options	Full Page Slides Notes Pages Outline
	Handouts
	i Slide 2 Slides 3 Slides
	4 Slides Horizontal 6 Slides Horizontal 9 Slides Horizontal
	4 Slides Vertical 6 Slides Vertical 9 Slides Vertical
	Erame Slides
	Scale to Fit Paper
	High Quality
	Print Comments and Ink Markup



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Click the Layout/Watermark tab and tick the Booklet layout option. This will automatically change from single to double-sided printing.

Paper/Output Image Options Color Options	B Layout/Watermark Advanced Fax
Page Layout:	
Pages Per Sheet (N-Up)	
1 2 4 8 16 32	2
	4
○ Poster	
2x2	
	5/
	
Booklet Creation	
Page Layout Options:	
No Page Borders ~	, Background Form:
Landscape 🗸	Background Form Setup
	, inse
Watermark	Annotation:
	Annotation Setup
	Defaults Help

You then need to change the paper size. Click the **Booklet Creation...** button. Where it says Fit to New Paper Size, choose your desired paper size.

At EIT, only A3 or A4 sized paper is available. Click **OK**.



Letter (8.5 x 11")

Erase - Automatically Fit

Margins 0 - 50 mm:

mm

OK

Cancel

0

Erase





Units:

Millimeters

Help

O Inches

Defaults

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Click **OK** again and click **Print**. Swipe your student ID card at the printer to release your booklet.

E	
Info	Print
New	Copies: 1
Open	
Save	Print
Save As	Printer ⁰
Save as Adobe PDF	Follow-you on TARPT02.EIT Ready
Print	Printer Properties
FILL	Settings
Share	Print All Slides
	Print entire presentation
Export	Slides: 🕕
Close	Full Page Slides
	Print 1 slide per page
	Print on Both Sides
Account	Flip pages on long edge
Options	Collated 1,2,3 1,2,3 1,2,3
	Color
	Edit Header & Footer

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