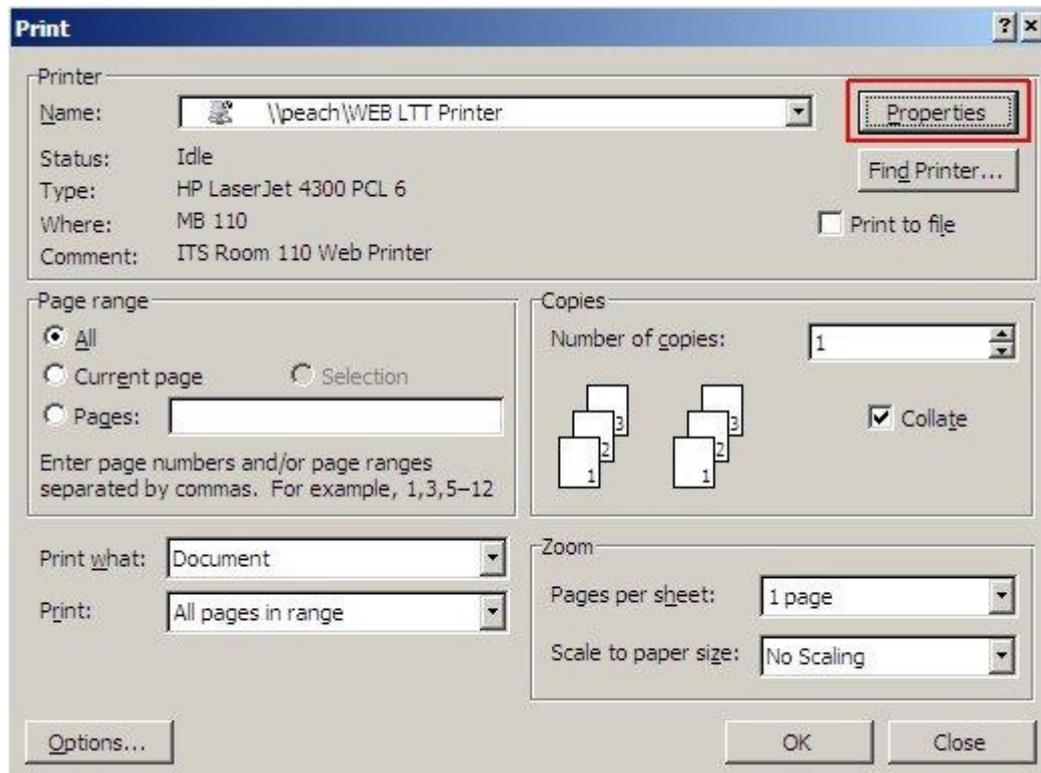


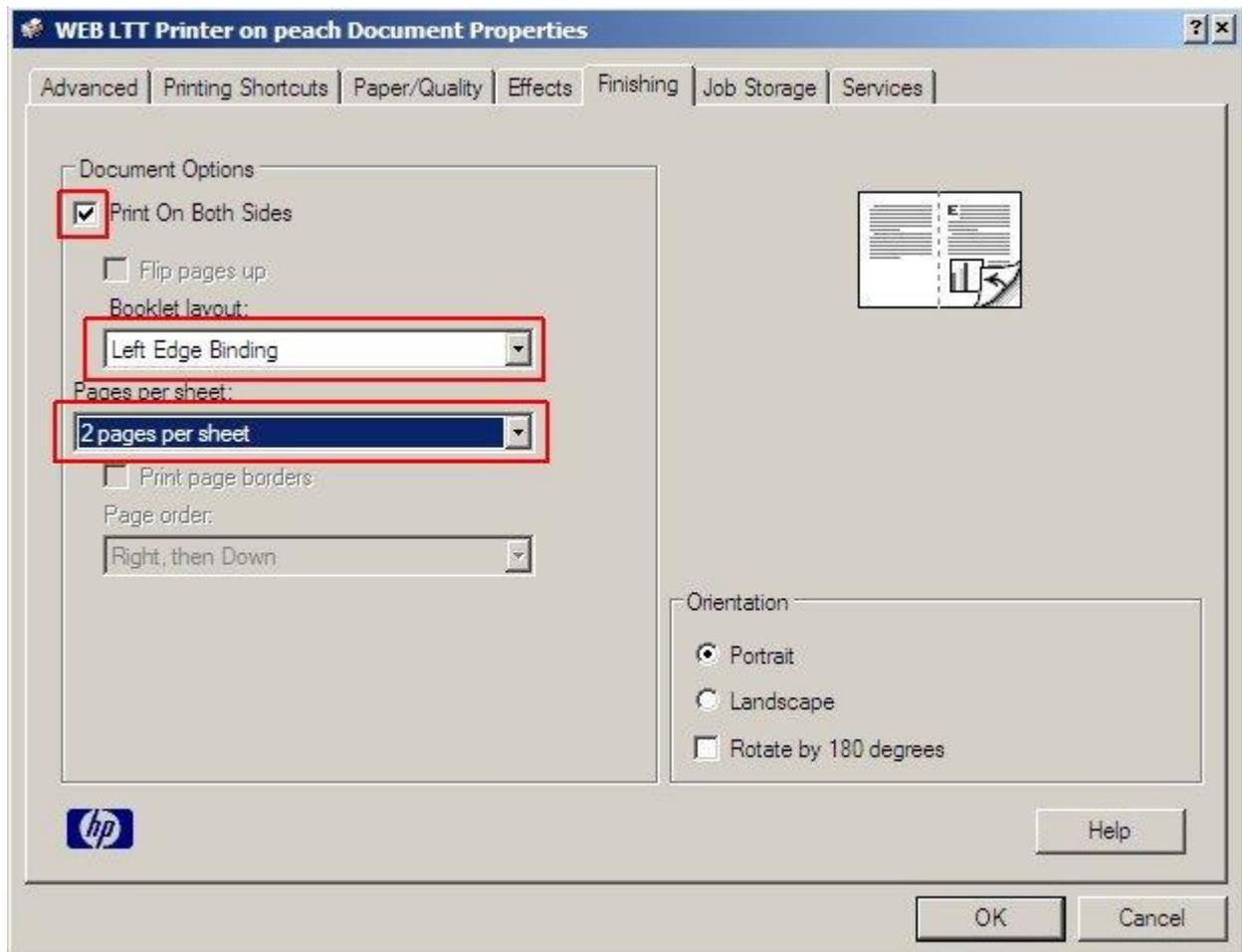
# Booklet printing options

If printing to a duplex printer you need only set a couple of options to print your output as a booklet, with four pages per sheet of paper - particularly useful for reports, journal articles and long documents.

- Open the print dialog in the usual way (CTRL+P is the shortcut)
- Click on **Properties** next to the printer, as shown.



- Click on the Finishing tab.
- Tick the box to Print on Both Sides.
- Choose a Booklet layout - most likely to be Left Edge binding.
- Choose the number of pages per sheet - two is the best balance between readability and paper saving.



- Click OK.
- Click OK to print.