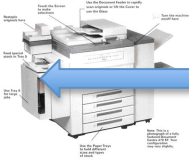
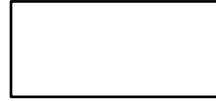


Making Cute Printable Booklets

1.



Place paper in special feed tray diagonally



2. The screen should change - press standard size

3. Press 8.5X11 diagonal



4. Press Save

5. Indicate you want 1-2 sided Rotate Side 2 on

6. Go output format

7. Click booklet creation

8. Copy booklet

9. Click on finishing - folding and stapling

10. Save

Copy

This works on my school photocopier, but each one is different so you may have to experiment. Once you learn how to do this, making the booklets are a breeze.

The kids love these booklets and so do the parents.

Elaine