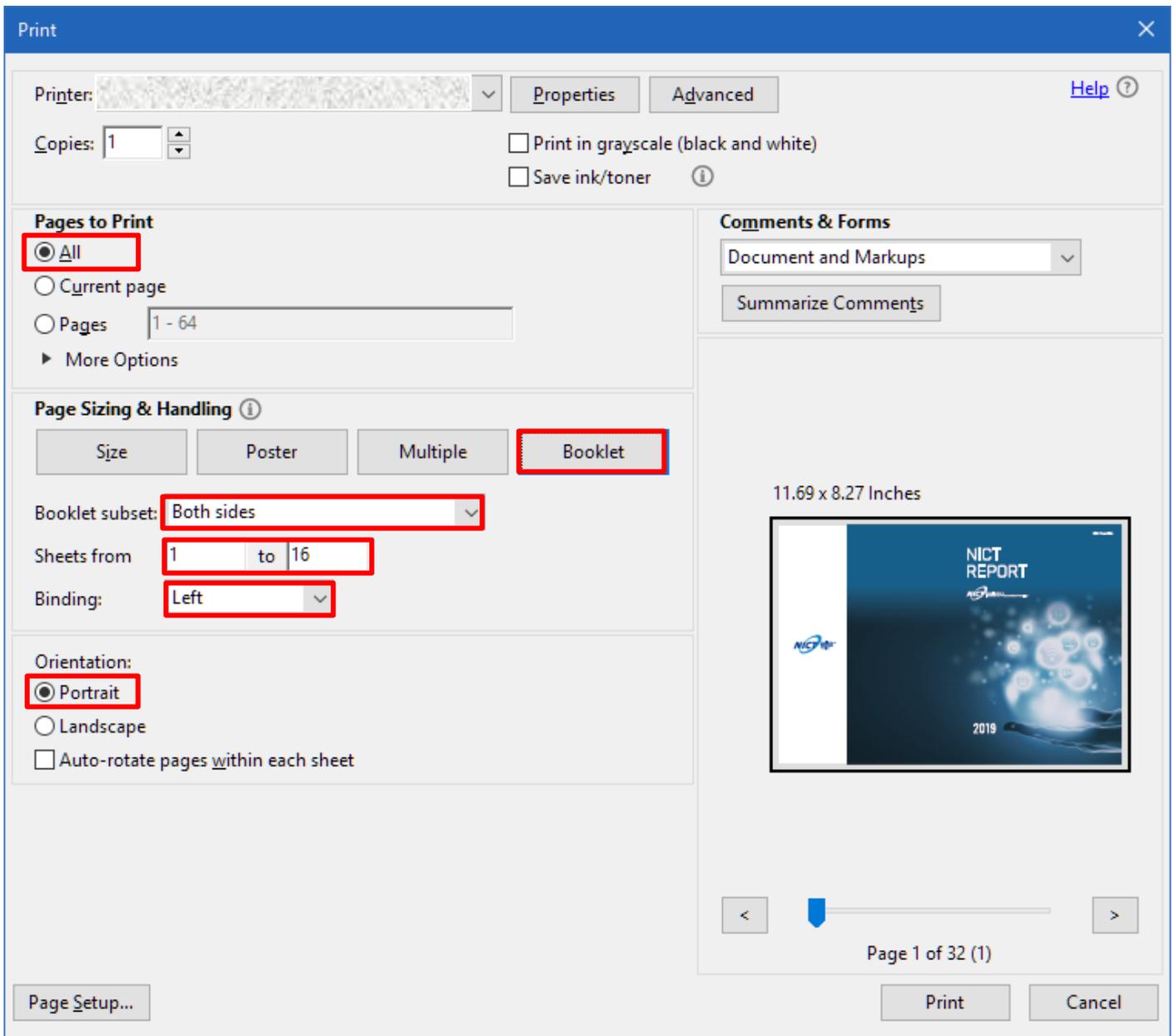## Booklet Printing of the PDF

- Some printers may not correspond to this booklet printing.
- Please use the single-file PDF for booklet printing.
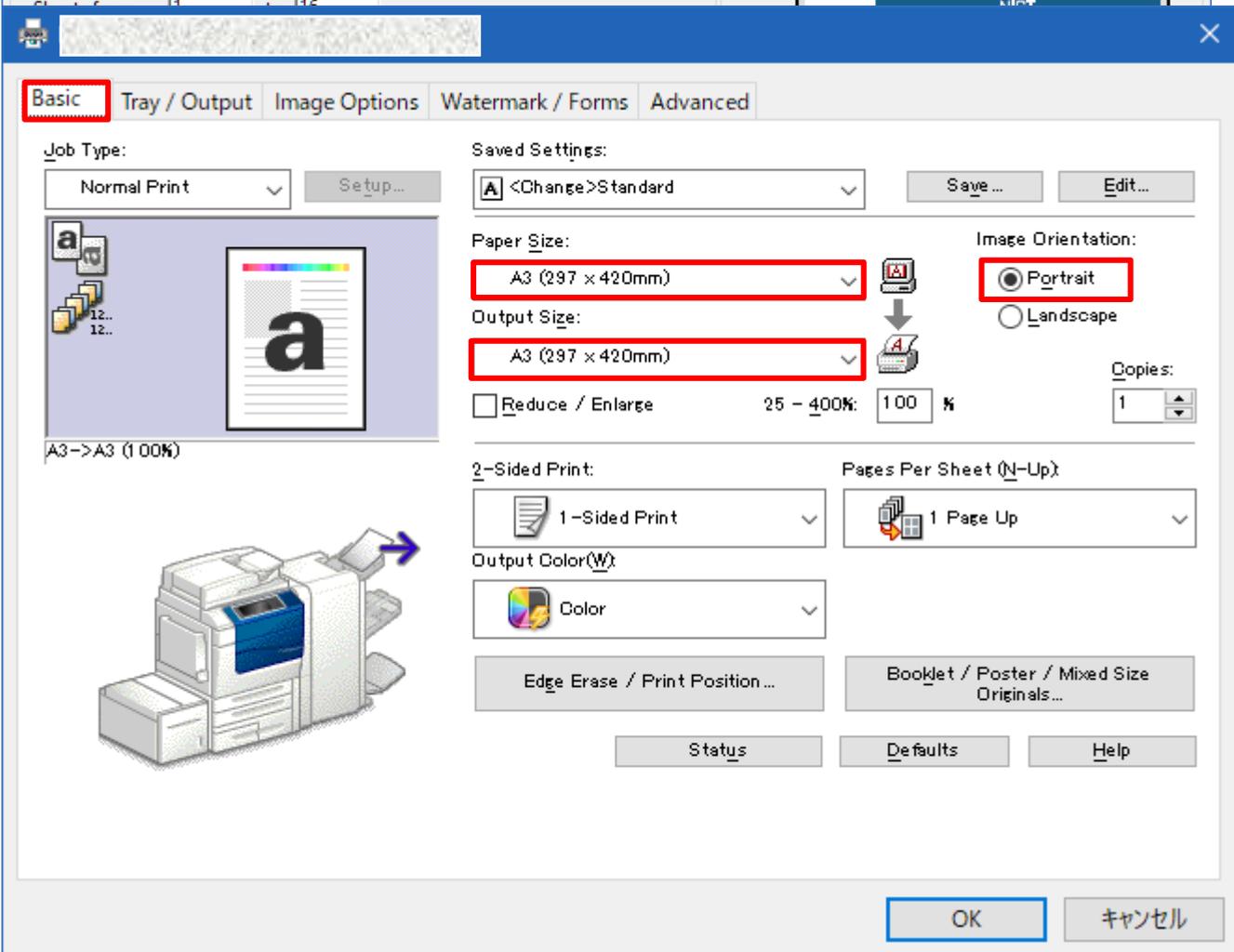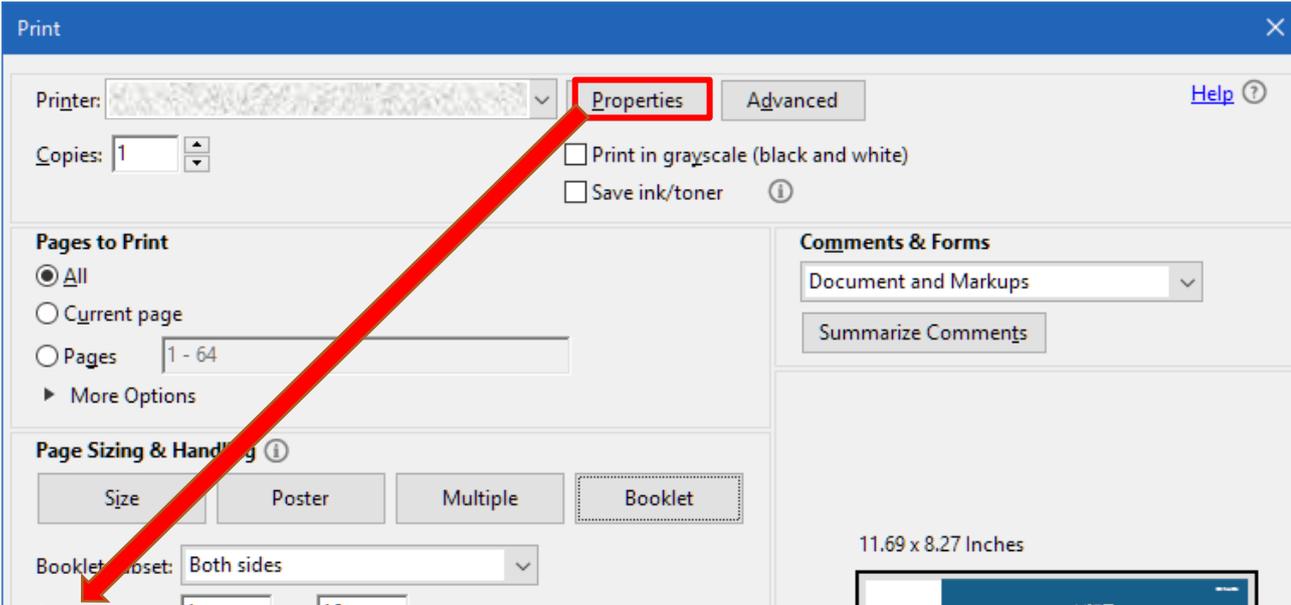
Printing procedure

- **Please open the PDF using Adobe Acrobat Reader.**

Please open the print screen by File＞Print

Please open "property" for the printer.

Print ✕

Printer: [_____] ▾   [Properties] [Advanced]   Help ?

Copies: 1 ▲▼   ☐ Print in grayscale (black and white)
                    ☐ Save ink/toner   ?

Pages to Print   **Comments & Forms**
◉ All   [Document and Markups ▾]
○ Current page
○ Pages [1 - 64]   [Summarize Comments]
▸ More Options

Page Sizing & Handling ⓘ
[Size] [Poster] [Multiple] [Booklet]

Booklet subset: [Both sides ▾]   11.69 x 8.27 Inches

🖨 [_____] ✕

[Basic] Tray / Output   Image Options   Watermark / Forms   Advanced

Job Type: Saved Settings:
[Normal Print ▾] [Setup...]   [Ⓐ <Change>Standard ▾] [Save...] [Edit...]

                                   Paper Size: Image Orientation:
                                   [A3 (297 x 420mm) ▾]   ◉ Portrait
                                   Output Size: ○ Landscape
                                   [A3 (297 x 420mm) ▾]
A3->A3 (100%)   ☐ Reduce / Enlarge   25 – 400% [100] %   Copies:
                                                                             [1 ▲▼]

                                   2-Sided Print: Pages Per Sheet (N-Up):
                                   [📄 1-Sided Print ▾]   [1 Page Up ▾]
                                   Output Color(W):
                                   [🌈 Color ▾]

                                   [Edge Erase / Print Position...]   [Booklet / Poster / Mixed Size Originals...]

                                   [Status]   [Defaults]   [Help]

                                                    [OK]   [キャンセル]

Basic | **Tray / Output** | Image Options | Watermark / Forms | Advanced

A3->A3 (100%)

Paper Tray:

| Automatically Select | White | ⌄ |

Bypass Paper Type:

| Plain | ⌄ |

Bypass Feed Orientation:

| Portrait | ⌄ |

Transparency Separators...

Covers/Separators...

Advanced Tray Settings...

Output Method:

| Automatically Select | ⌄ |

☑ Collated

Copies will be delivered to the booklet output tray.

Offset Stacking...

Staple:

| 🖇 No Staple | ⌄ |

Hole Punch:

| 📖 No Hole Punch | ⌄ |

Folding / Booklet Finishing...

Z Fold Half Sheet...

Staple / Hole Punch Position...

Mixed Size Output Settings...

Status | Defaults | Help

OK | キャンセル
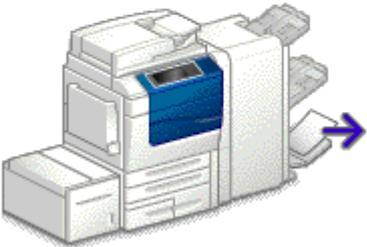
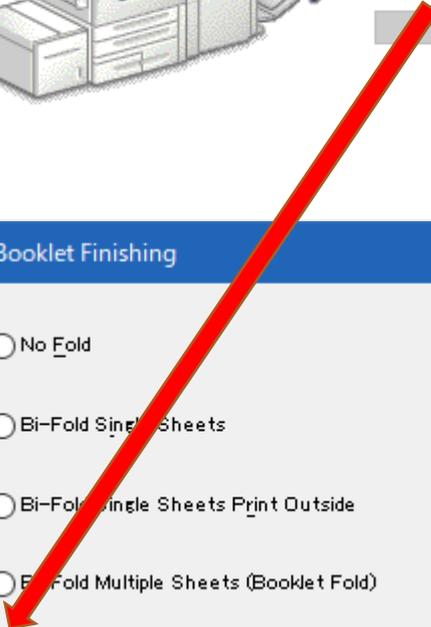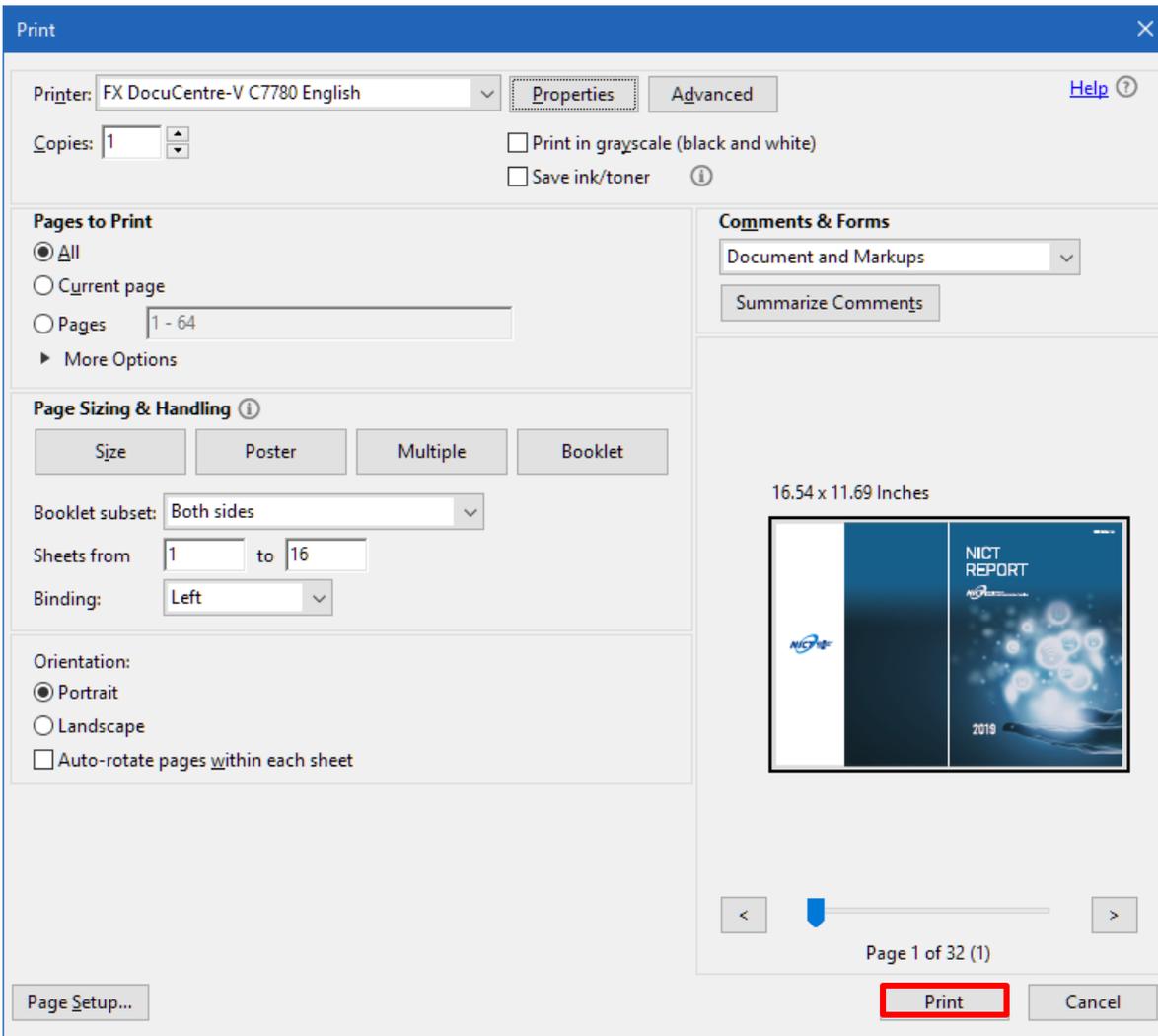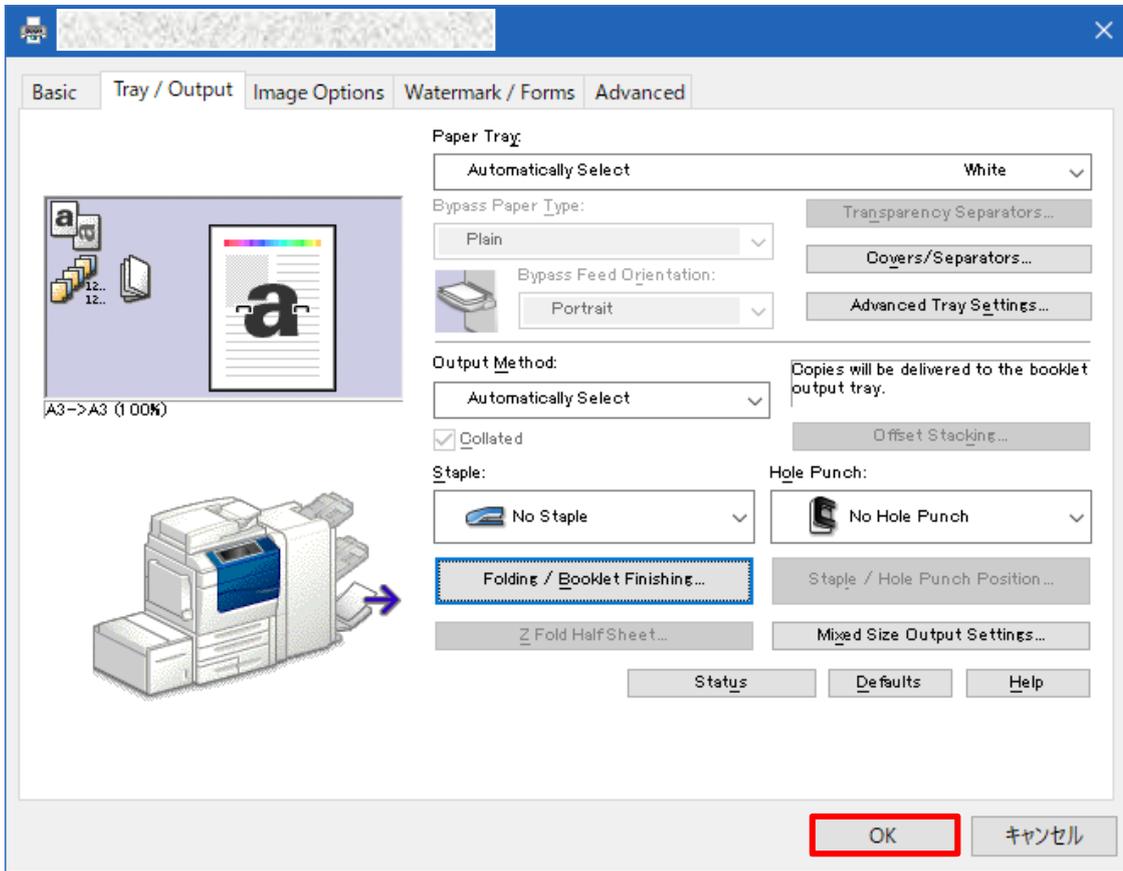### Folding / Booklet Finishing   ?   ✕

○ No Fold

○ Bi-Fold Single Sheets

○ Bi-Fold Single Sheets Print Outside

○ Bi-Fold Multiple Sheets (Booklet Fold)

● Booklet Fold and Staple

○ C Fold Print Inside

○ C Fold Print Outside

○ Z Tri Fold Print Inside

○ Z Tri Fold Print Outside

OK | Cancel | Defaults | Help

Basic | **Tray / Output** | **Image Options** | **Watermark / Forms** | **Advanced**

A3−>A3 (100%)

Paper Tray:
Automatically Select — White

Bypass Paper Type:
Plain

Bypass Feed Orientation:
Portrait

Transparency Separators...
Covers/Separators...
Advanced Tray Settings...

Output Method:
Automatically Select

Copies will be delivered to the booklet output tray.

☑ Collated

Offset Stacking...

Staple:
No Staple

Hole Punch:
No Hole Punch

Folding / Booklet Finishing...
Z Fold Half Sheet...

Staple / Hole Punch Position...
Mixed Size Output Settings...

Status | Defaults | Help

OK | キャンセル

Print

Printer: FX DocuCentre-V C7780 English | Properties | Advanced | Help ⊙

Copies: 1

☐ Print in grayscale (black and white)
☐ Save ink/toner ⓘ

Pages to Print
◉ All
○ Current page
○ Pages 1 - 64
▶ More Options

Comments & Forms
Document and Markups
Summarize Comments

Page Sizing & Handling ⓘ
Size | Poster | Multiple | Booklet

Booklet subset: Both sides
Sheets from 1 to 16
Binding: Left

Orientation:
◉ Portrait
○ Landscape
☐ Auto-rotate pages within each sheet

16.54 x 11.69 Inches

Page 1 of 32 (1)

Page Setup... | Print | Cancel

Now you are ready for printing the PDF.