The following guidance will help you configure your print driver to print an A5 booklet, A4 booklet & a booklet with a card cover.

Paper weights
Centre staple: 52 – 90 gsm
Half-fold: 52 -209 gsm

Stapling capacity for centre stapling
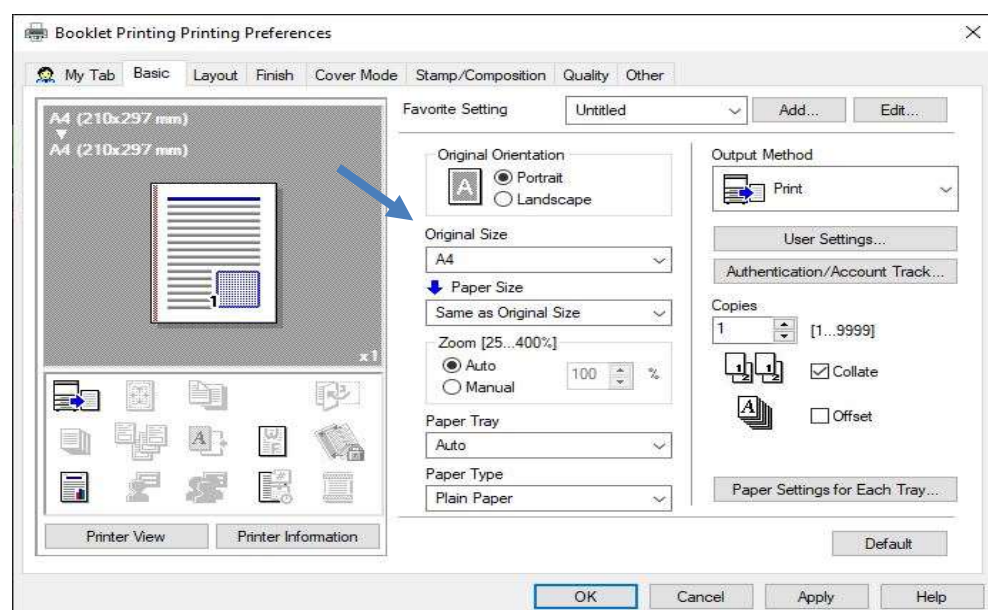20 sheets (52 – 90 gsm)
19 sheets + cover sheet (19 sheets 90 gsm + 1 sheet 209 gsm)

Print driver configuration
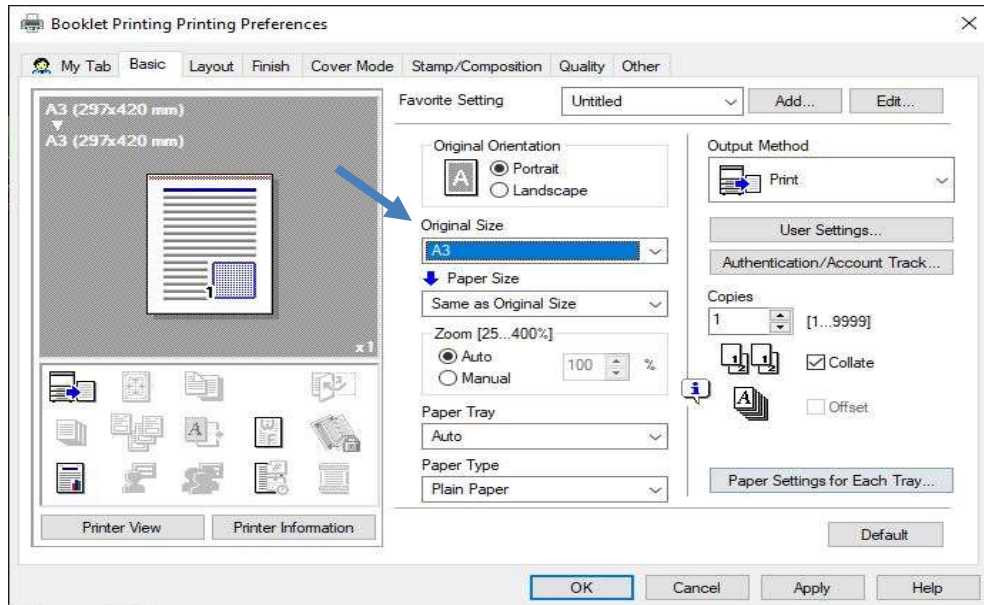
To create an A5 booklet leave the Original Size as A4
Paper **must be loaded in landscape orientation for folding A5 booklets**
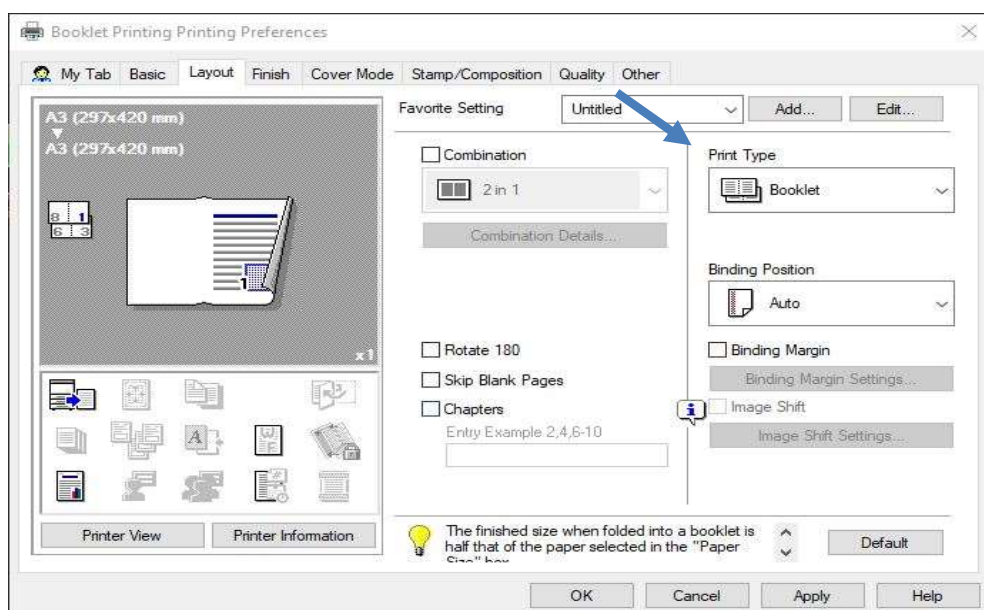
To create an A4 booklet you will need to change the Original Size to A3

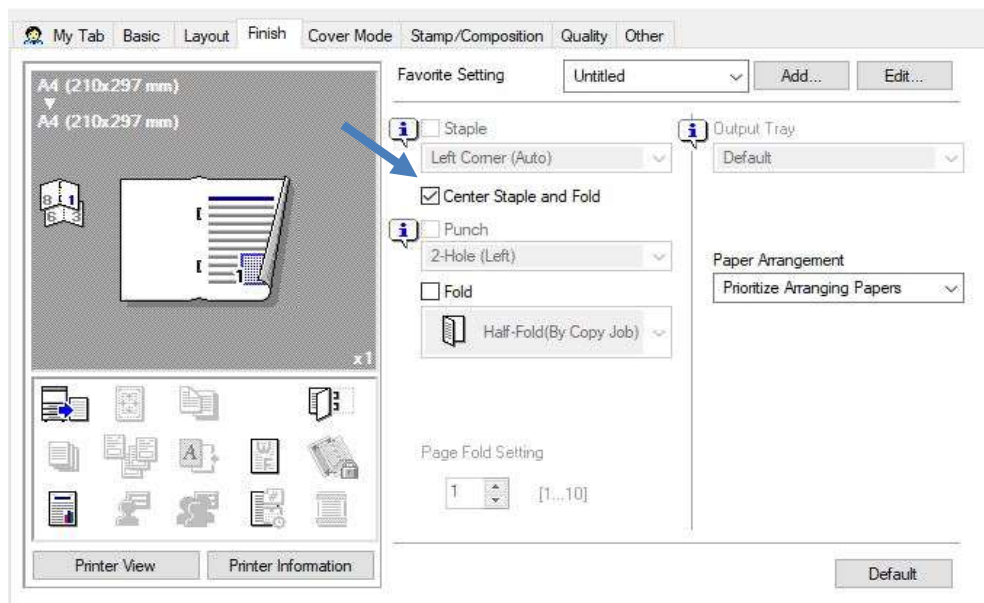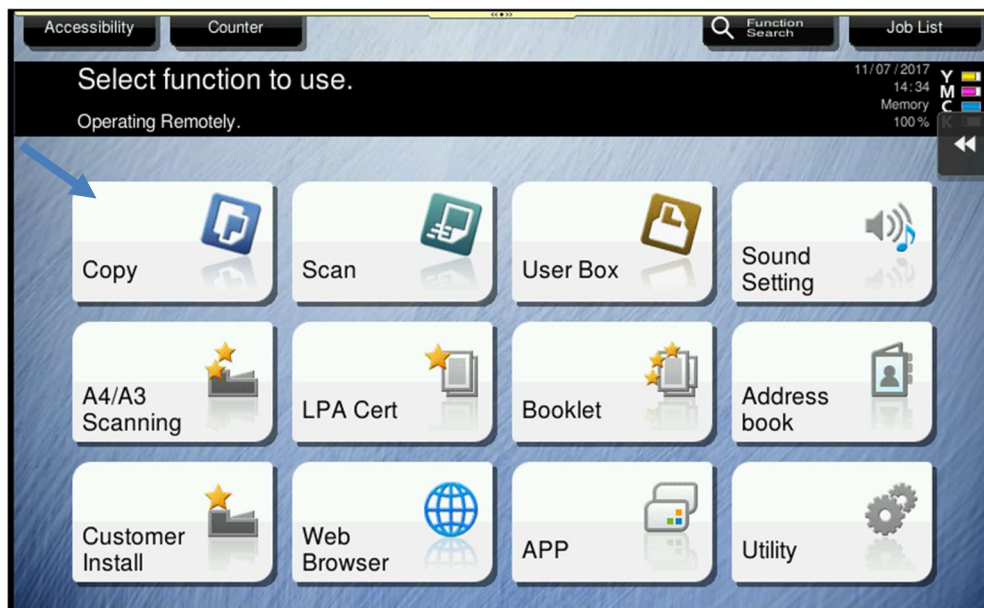Select 'Booklet' from the Print Type menu

Select 'Center Staple and Fold'

Creating a booklet with a card cover

To configure the correct paper weight – Select 'Copy'

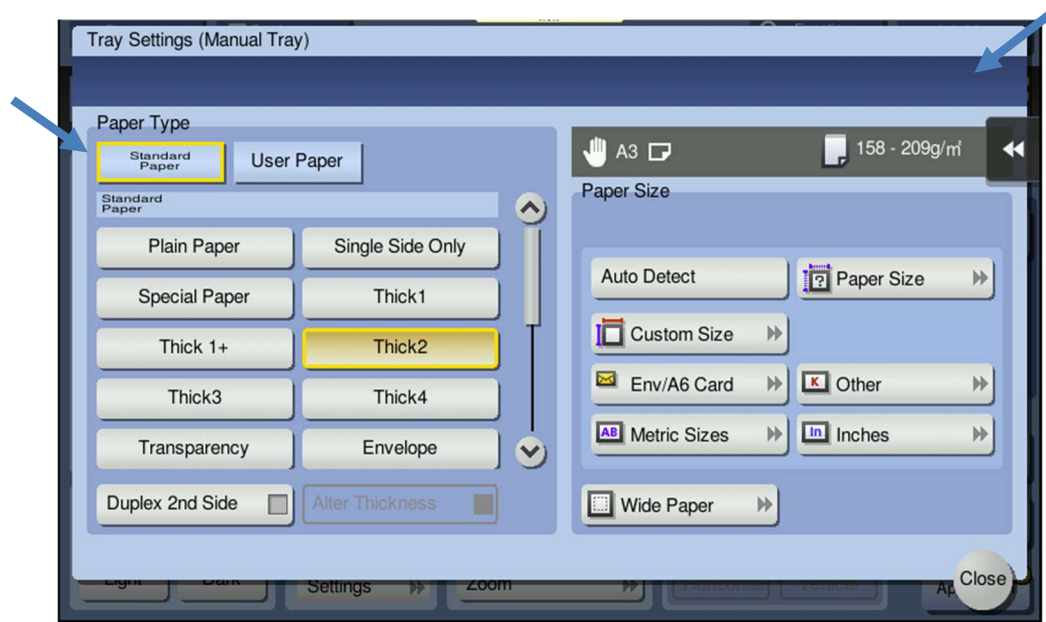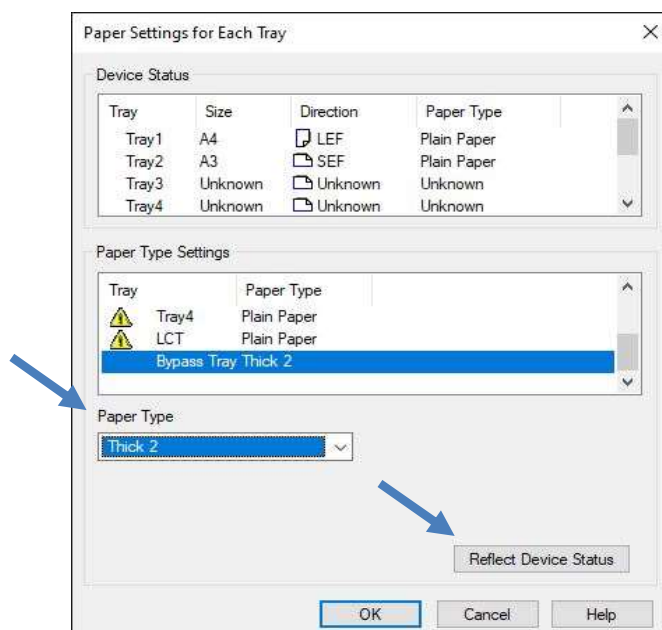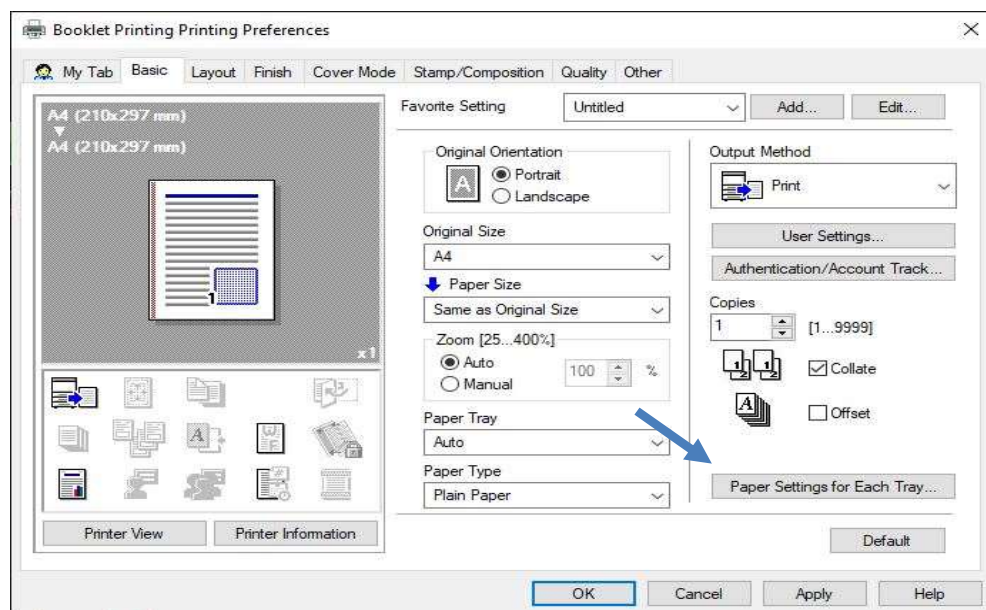Highlight the required tray and select 'Settings'

Select the required paper type – Weights are displayed on the right-hand side
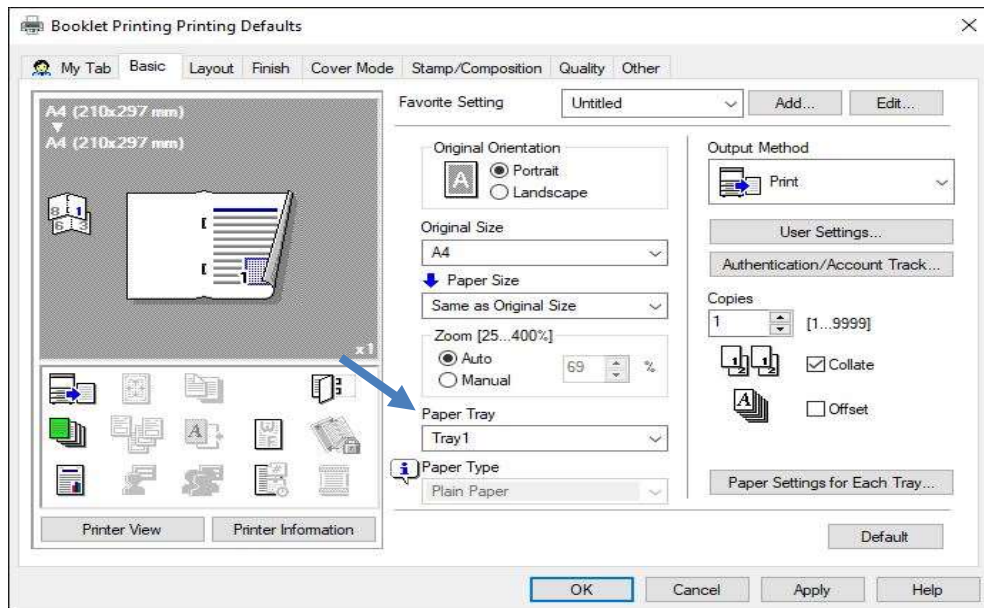
Print driver configuration

The paper weight will need to be reflected in the print driver – Select 'Paper Settings for Each Tray' and then select 'Reflect Device Status' or you can manually select the correct paper weight.

Specify the tray where your insert sheets will be loaded

Specify where your cover sheets are loaded