**To Print the Booklet**

**To Print out the Booklet**

These instructions relate to a HP Injet Printer.

In any other format ensure that you are printing Booklets in the Printer Properties Section. Also it is less complex to pick the manually print on both sides option. It means you have to turn over the pages half way thorugh.

Go to File → Print

Ensure the following are in place:

Landscape Orientation

Print All Pages

Manually print on both sides.

Go to Printer Properties

Ensure the printer is set for landscape printing

Manually print on both sides here also;

Select Booklet Printing

Go back to main printer page and press PRINT.

The booklet should now print on one side. Follow the instructions on your screen on how to turn the pages over for printing of the second side of the pages.