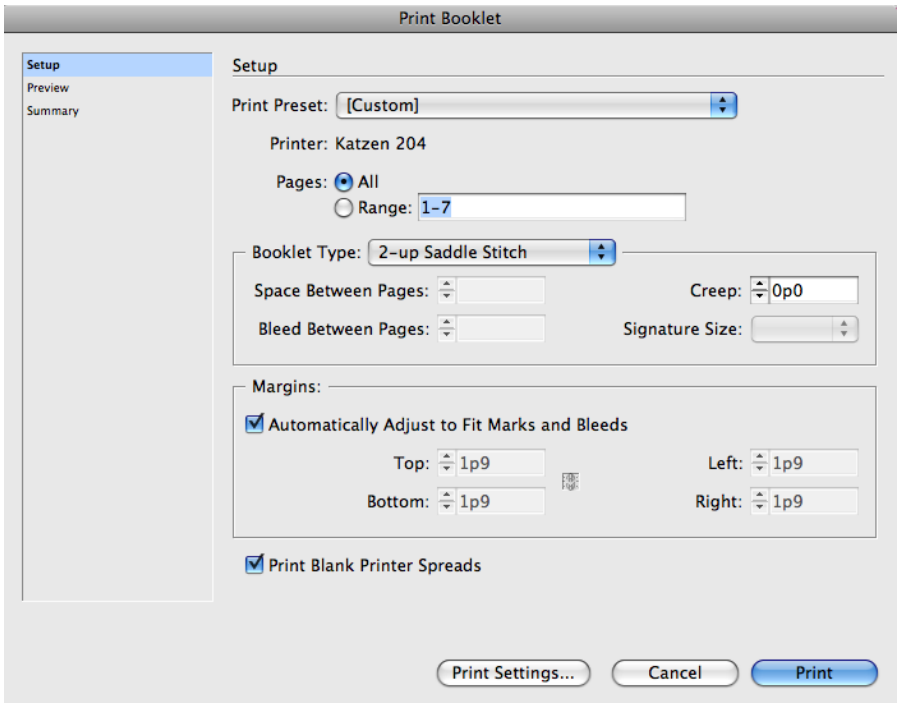
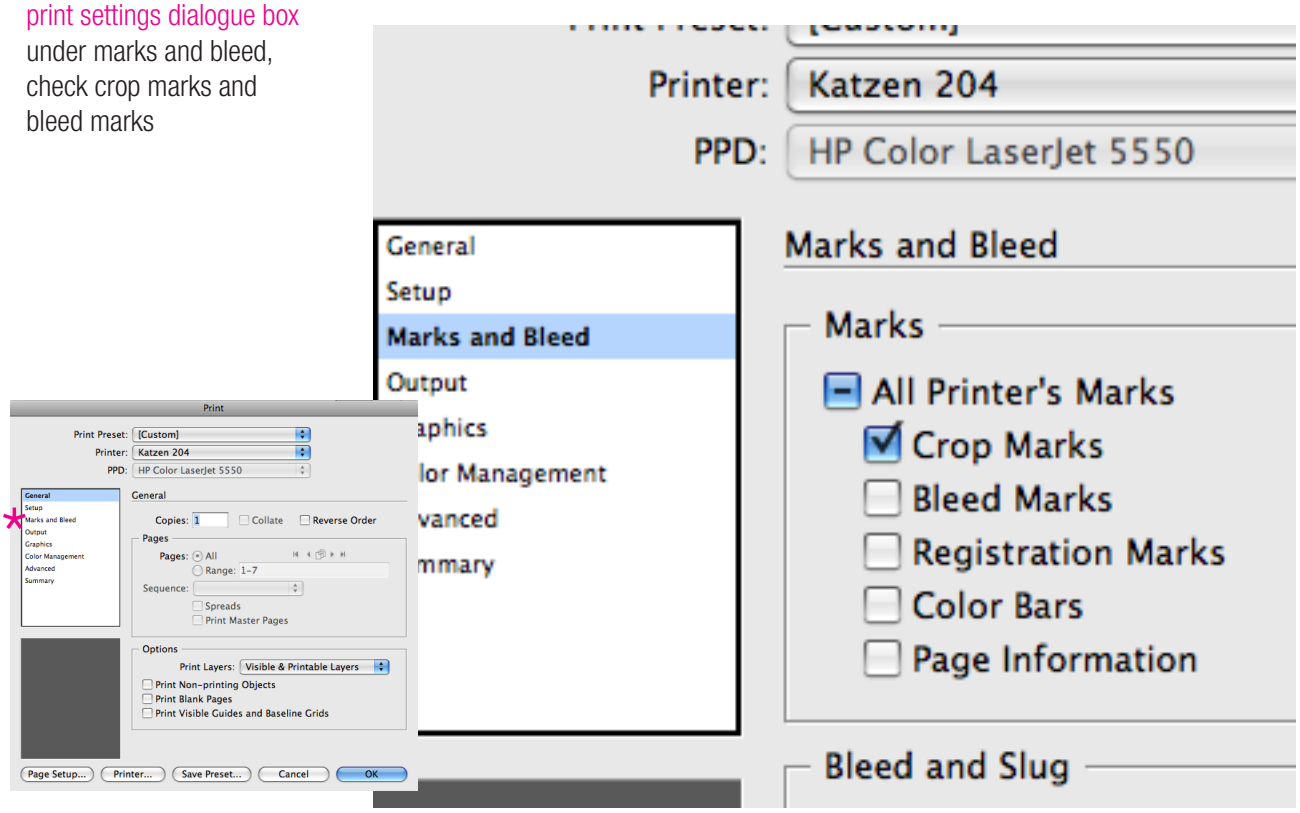
PRINTING AS BOOKLET

file»print booklet
pages: all
booklet type: 2-up saddle stitch

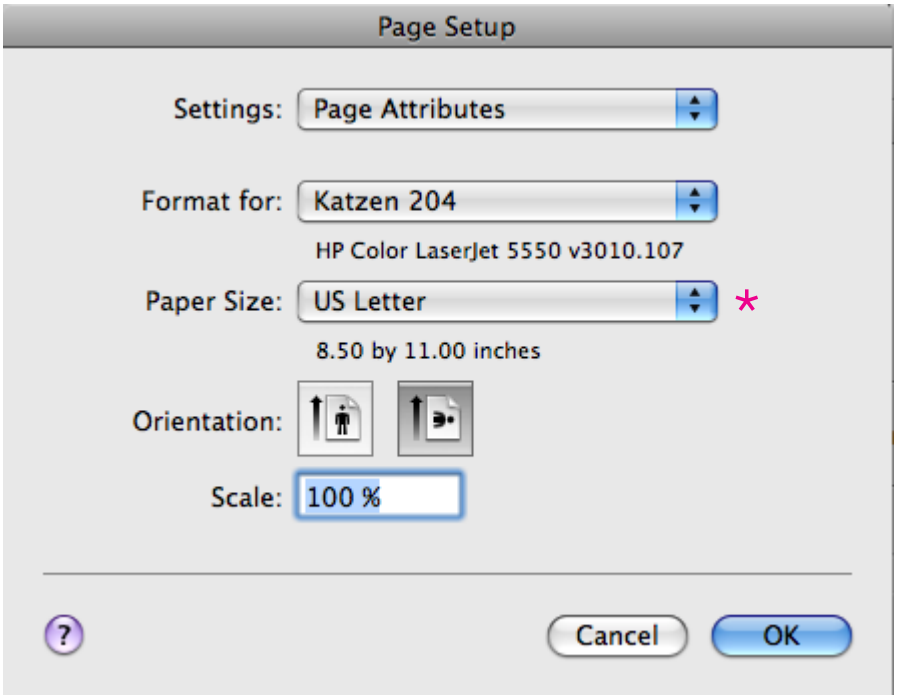


print settings dialogue box
under marks and bleed,
check crop marks and
bleed marks

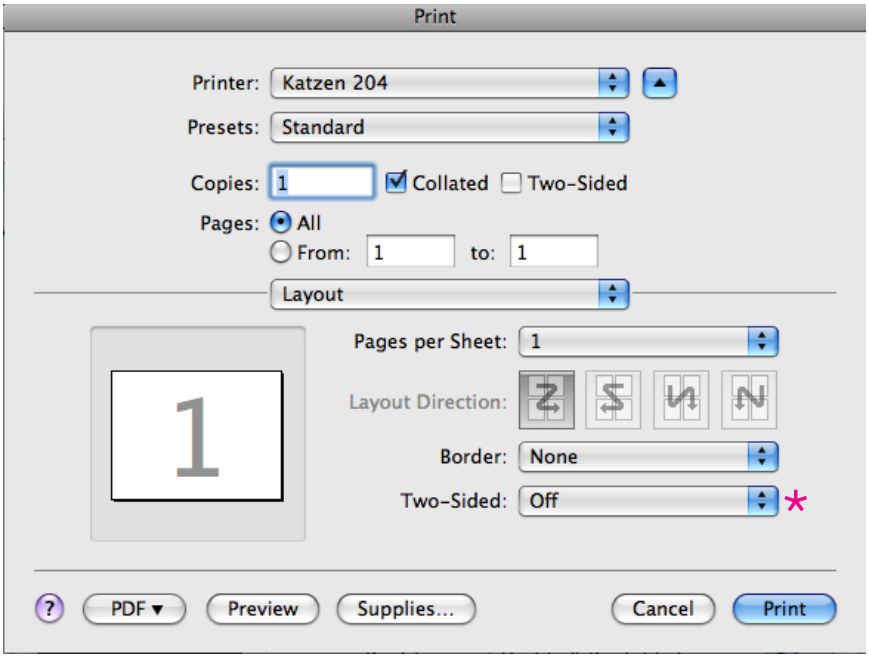


PRINTING AS BOOKLET (CONT)

page setup
choose paper size (tabloid)



printer
for double sided printing
select:
Two-Sided:
short-edge binding



Now, you're ready to print! You can preview your print in the first dialogue box under 'preview'