

REMEMBER TO CHOOSE THE KONICA PRINTERS TO HAVE THE CORRECT SETTINGS!

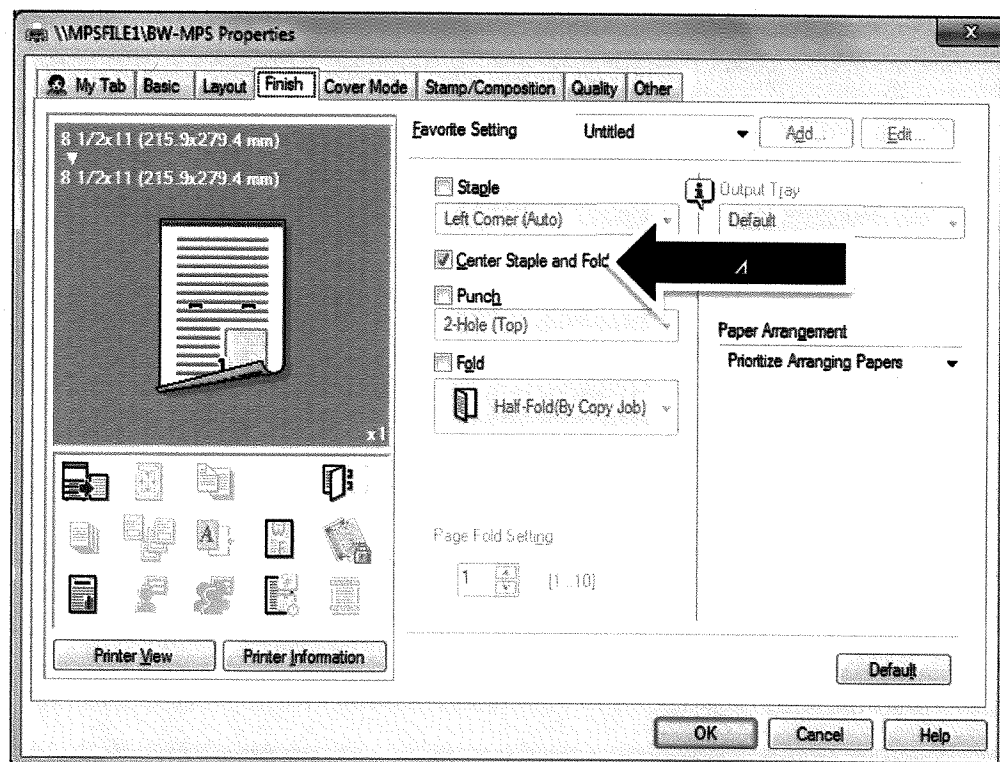
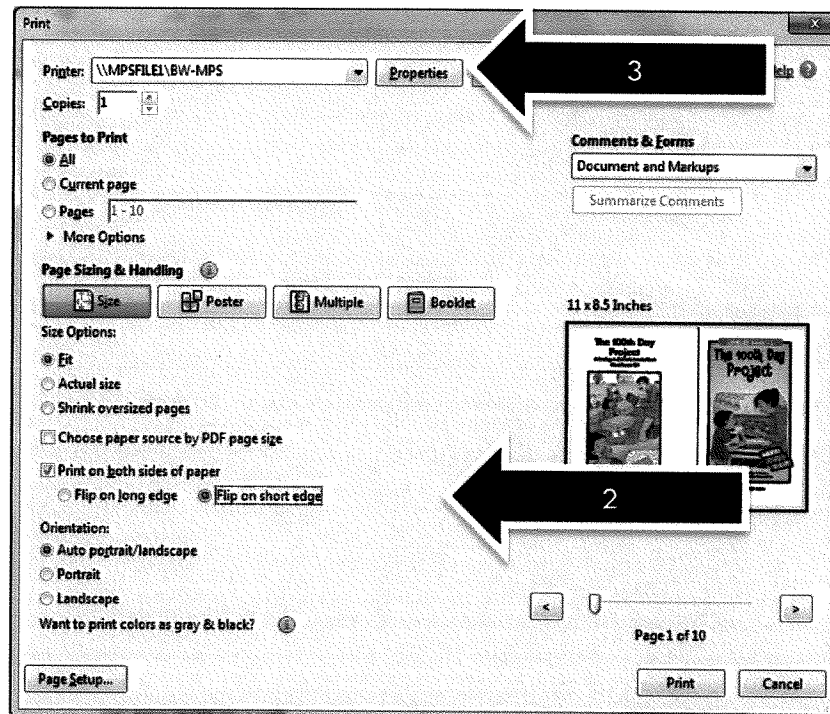
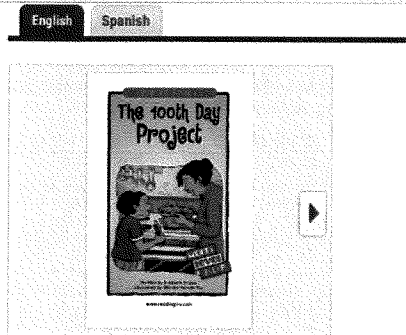
Folding & Stapling Reading A-Z Books

Folding & Stapling Reading A-Z Books

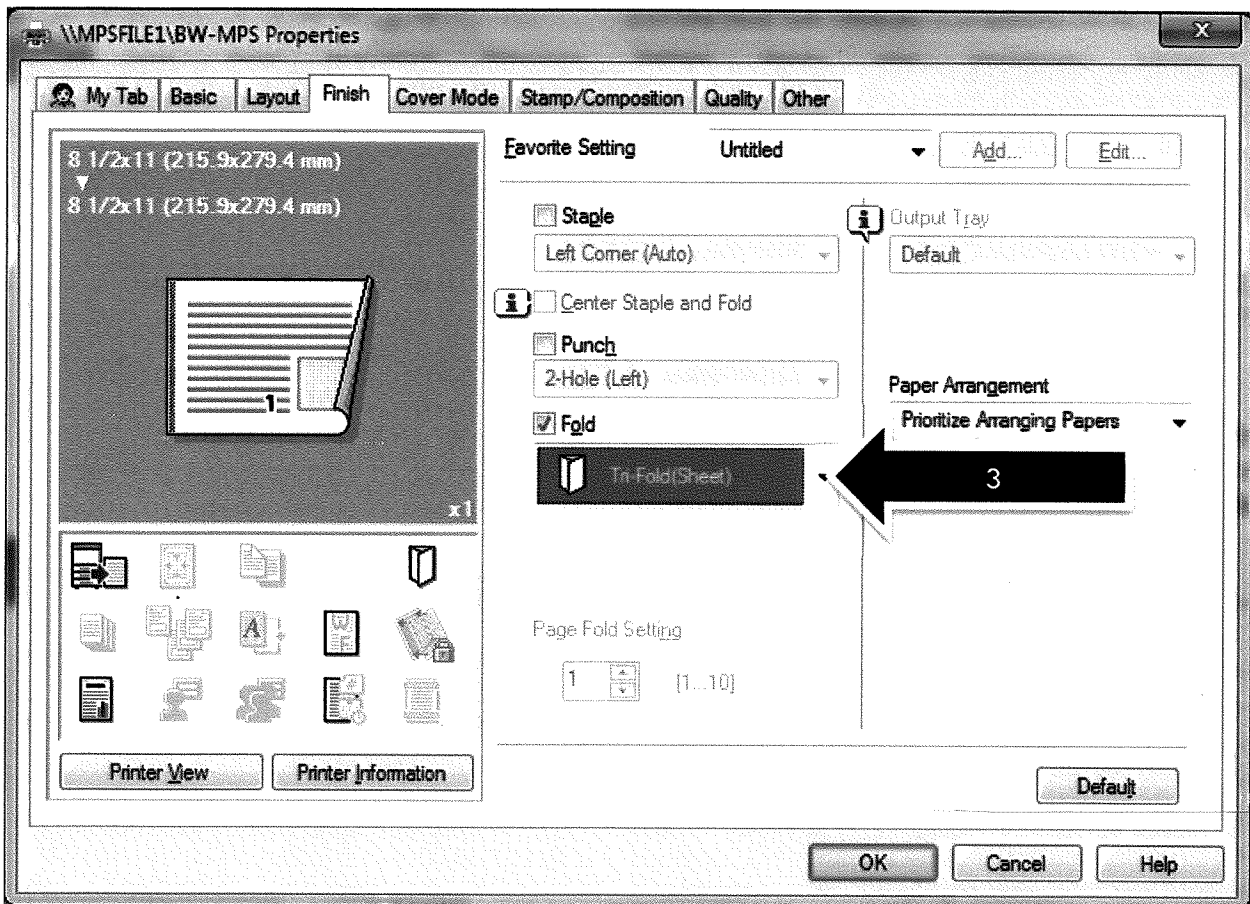
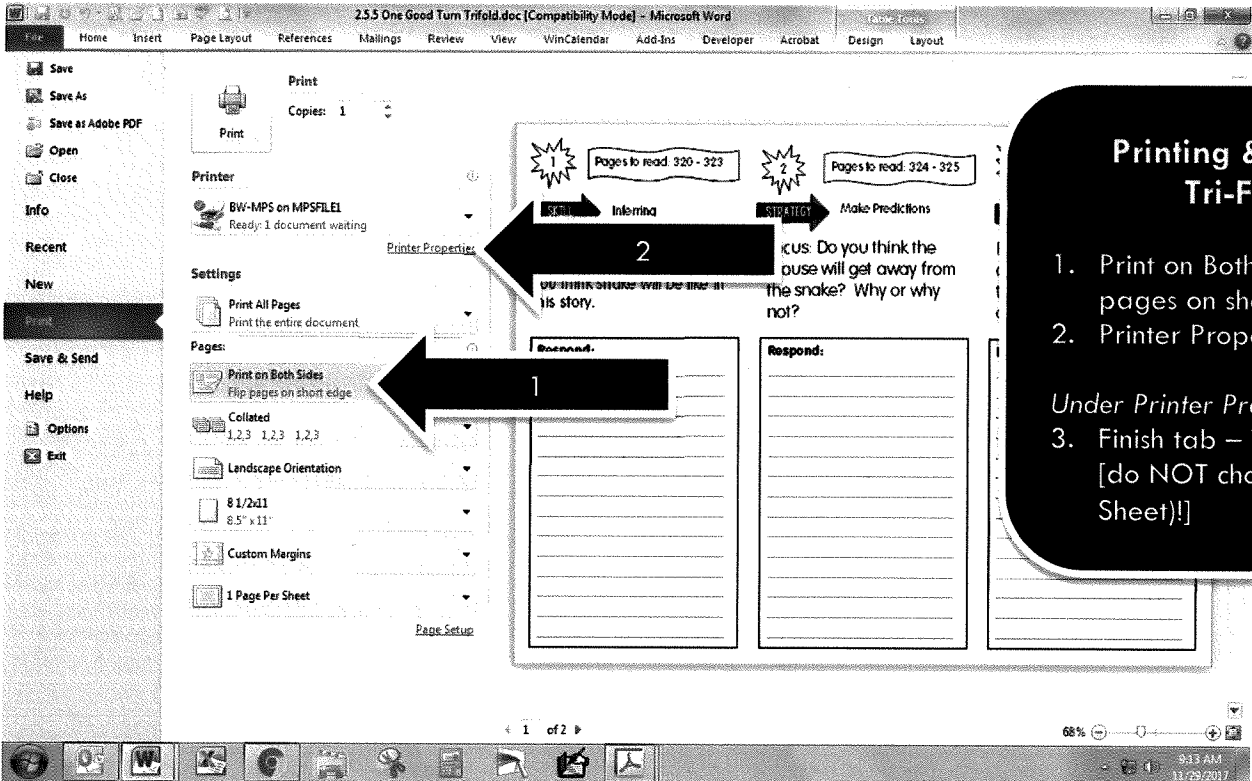
1. Download the Double-Sided Book
2. Print on both sides of paper - Flip on short edge
3. Properties

Under Printer Properties:

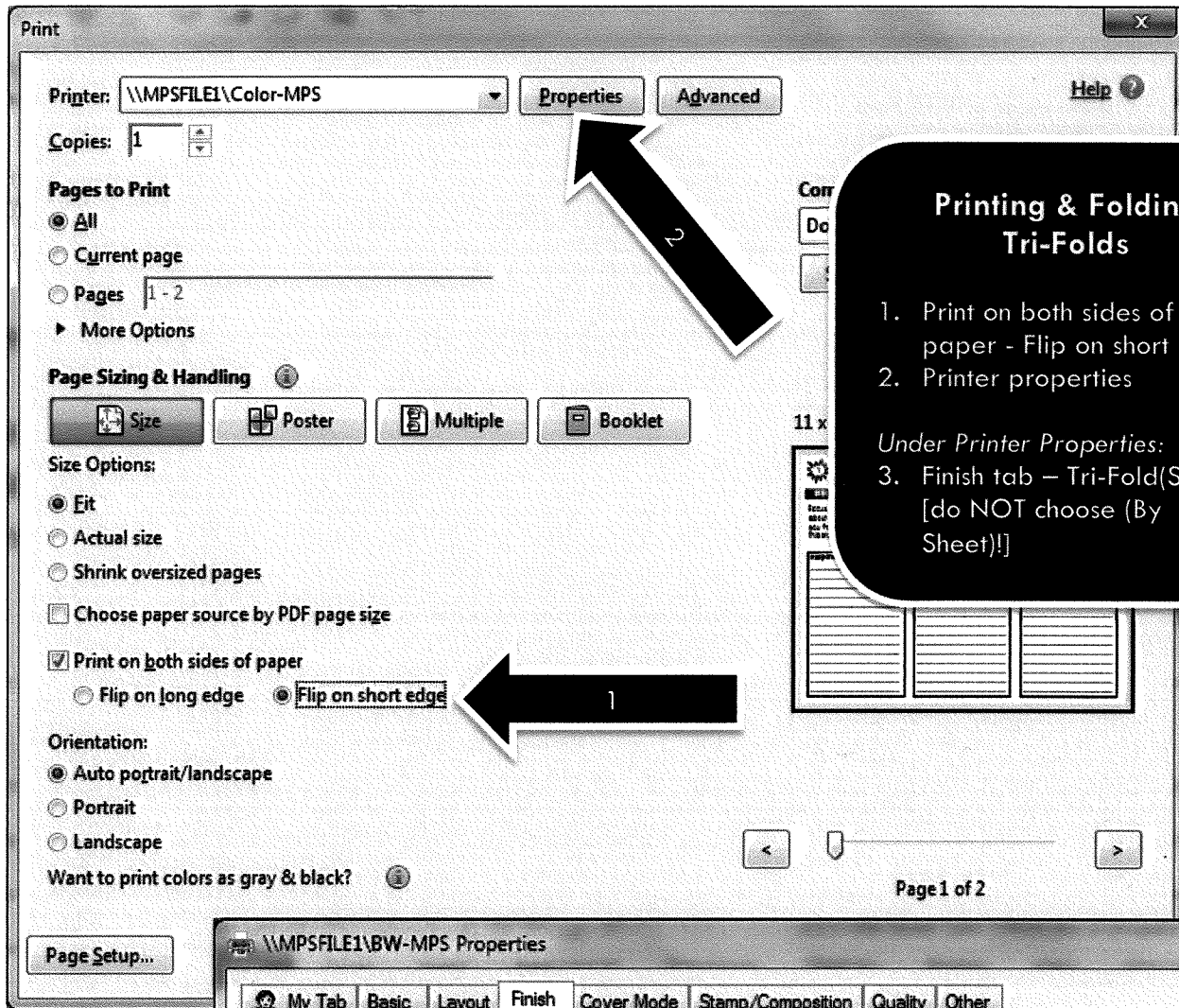
4. Finish tab – Center Staple and Fold
5. Put paper in bypass tray the long way (the same way legal paper is fed through)



Printing Tri-Folds in Word



Printing Tri-Folds in Adobe



Printing & Folding Tri-Folds

1. Print on both sides of paper - Flip on short edge
2. Printer properties

Under Printer Properties:

3. Finish tab – Tri-Fold(Sheet)
[do NOT choose (By Sheet)!]

