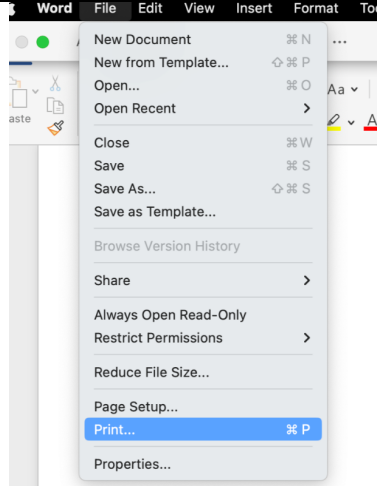
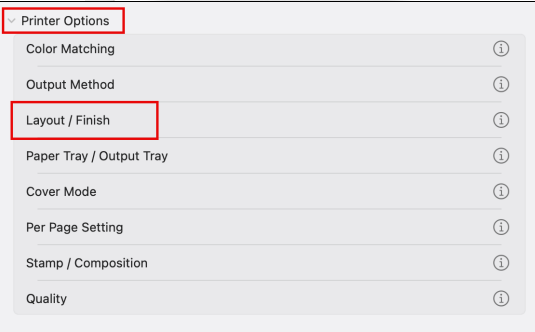
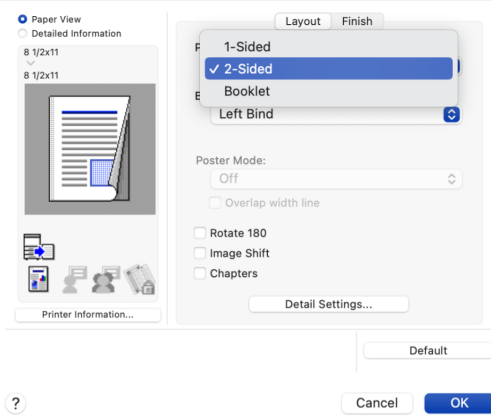


## Konica Minolta Bizhub iSeries: Printing Booklets from MAC

This guide will cover how to print booklets from a MAC.

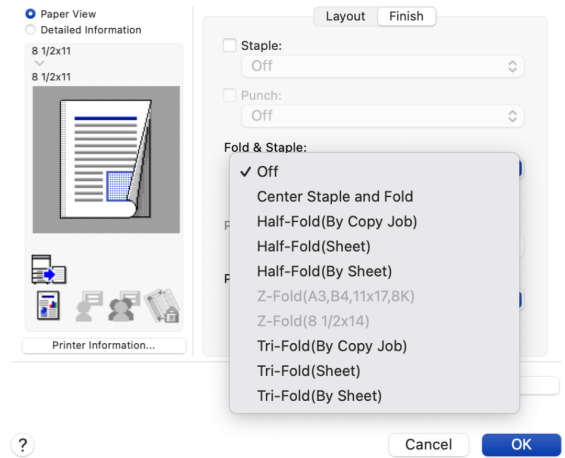
<p>1. Select <b>File</b> → <b>Print</b>.</p>	
<p>2. Make sure correct printer is selected.</p> <p>3. Select the drop-down arrow in <b>Printer Options</b> → Select <b>Layout/Finish</b>.</p>	
<p>4. Under the <b>Layout</b> tab:</p> <ul style="list-style-type: none"> <li>• If the document is NOT in a book spread but rather single pages, select <b>Booklet</b> for <b>Print Type</b>.</li> <li>• If the document is already in book spread, select <b>2-Sided</b> for <b>Print Type</b>.             <ul style="list-style-type: none"> <li>▪ To confirm the set up of the original document, always check the Page Setup first.</li> </ul> </li> </ul> <p>5. Ensure Binding Position and photo looks correct.</p>	



### 6. Select **Finish** tab.

- Choose **Off, Center Staple and Fold, or Half-Fold.**
  - Half Fold (By Copy Job): Fold entire document.
  - Half Fold (Sheet): Fold individual sheets.
  - Half Fold (By Sheet): Fold defined number of sheets.

### 7. Select **OK**.



### 8. Apply any other desired settings.

- **Optional: Cover**
  - Choose tray for the inner part of the booklet first by selecting **Paper Tray/Output Tray**. It cannot be auto.
  - Choose **Cover Mode**. Check the box by **Front Cover**. This Front Cover will also become the back cover. Select if the cover is printed or blank and the correct tray to pull from.

### 9. Select **Print** when completed.

