

Customer Tips

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... for the user

Enabling Booklet Using the WC 7228/7235/7245 PS Print Driver

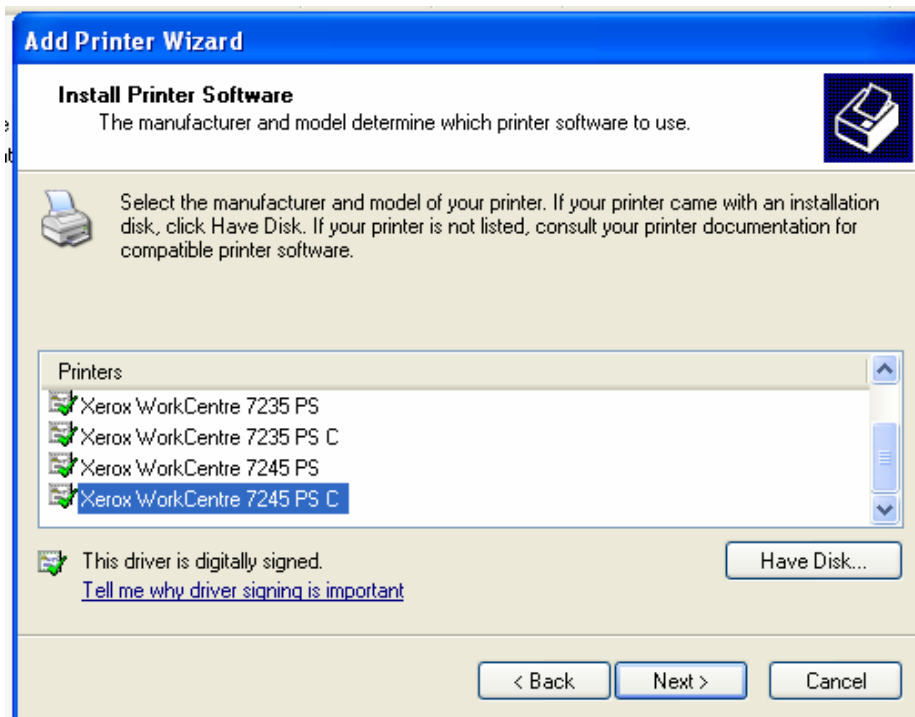
Purpose

This document contains the procedure to create printed documents in a stapled booklet format. This format is available using the Professional Finisher (C) option only.

Procedure

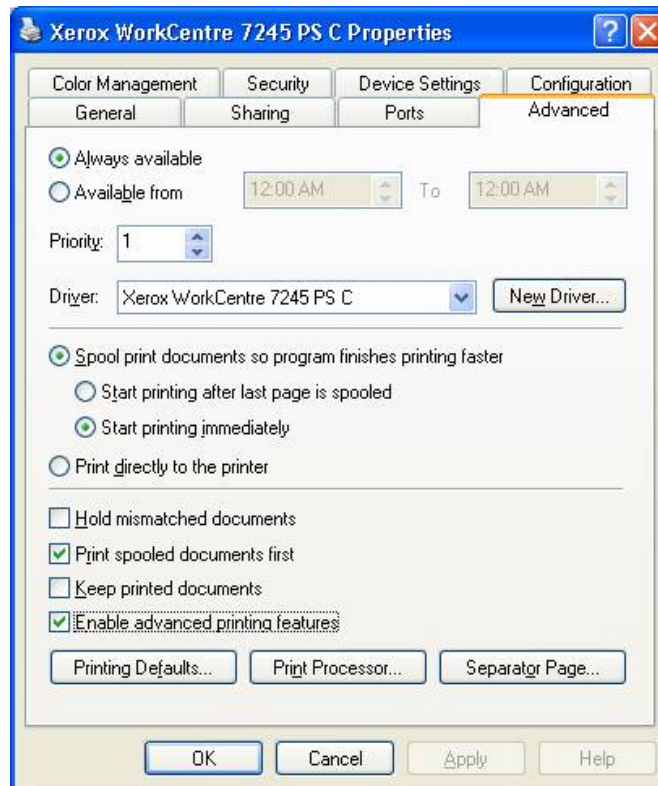
The following procedure reflects the Windows XP environment and may vary in other operating system versions.

1. Use the Windows Add Printer wizard to install the WorkCentre 7228/7235/7245 PS Driver, Microsoft Certified. During the install process, select the C model for your device when you reach the following window, for example, **Xerox WorkCentre 7245 PS C**.

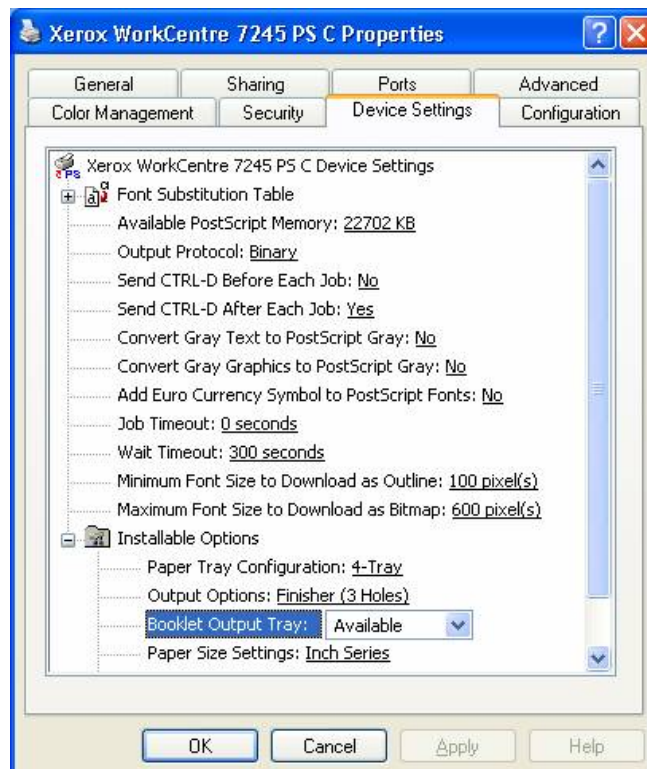


This document applies to the Xerox product WC 7228/7235/7245. If applicable, it is assumed that your device is equipped with the appropriate option to support this document.

2. After the print driver is installed, right click on it's printer object in the Printers and Faxes window and select **Properties**.
3. Select the **Advanced** tab and ensure that **Enable Advanced Printing Features** box is checked.

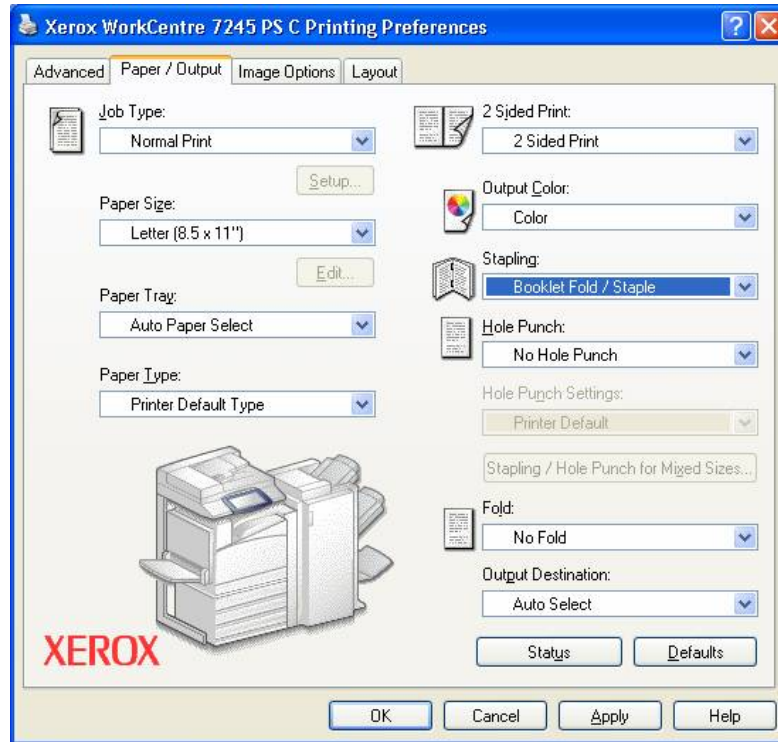


4. Select the **Device Settings** tab, expand **Installable Options**, and ensure that **Booklet Output Tray** and other options are appropriately for your finisher.

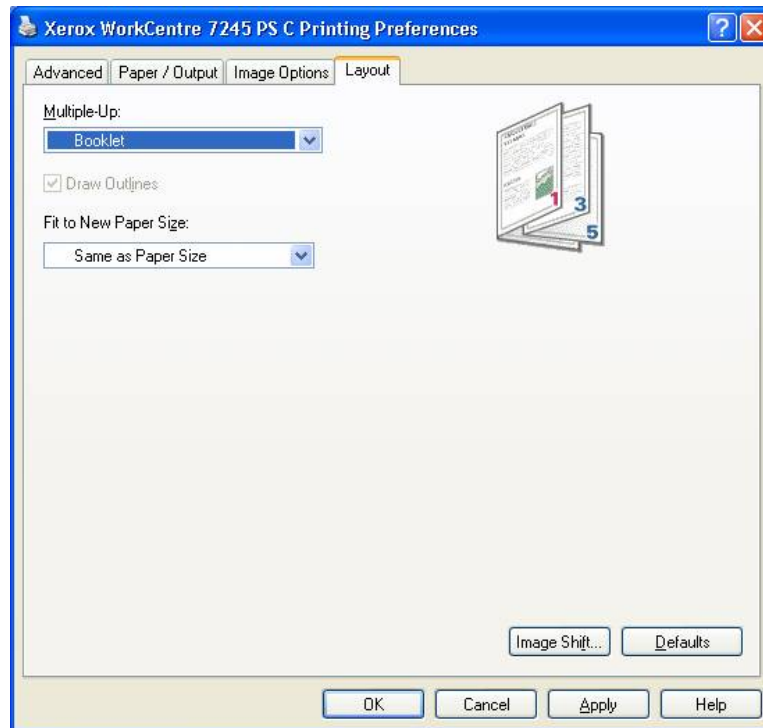


5. Select **OK** and close the **Properties** window.

6. Open a document and select **File>Print** from the application's menu.
7. Select **Properties**.
8. On the **Paper/Output** tab in the **Stapling** section, select **Booklet Fold/Staple**.



9. On the **Layout** tab, select **Booklet Layout**.



11. Click **OK** to close **Properties**, then click **OK** again to print the document.

Additional Information

Xerox Customer Support welcomes feedback on all documentation - send feedback via e-mail to: USA.DSSC.Doc.Feedback@mc.usa.xerox.com.

You can reach Xerox Customer Support at 1-800-821-2797 (USA), TTY 1-800-855-2880 or at <http://www.xerox.com>.

Other Tips about Xerox multifunction devices are available at the following URL: <http://www.office.xerox.com/support/dctips/dctips.html>.

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