

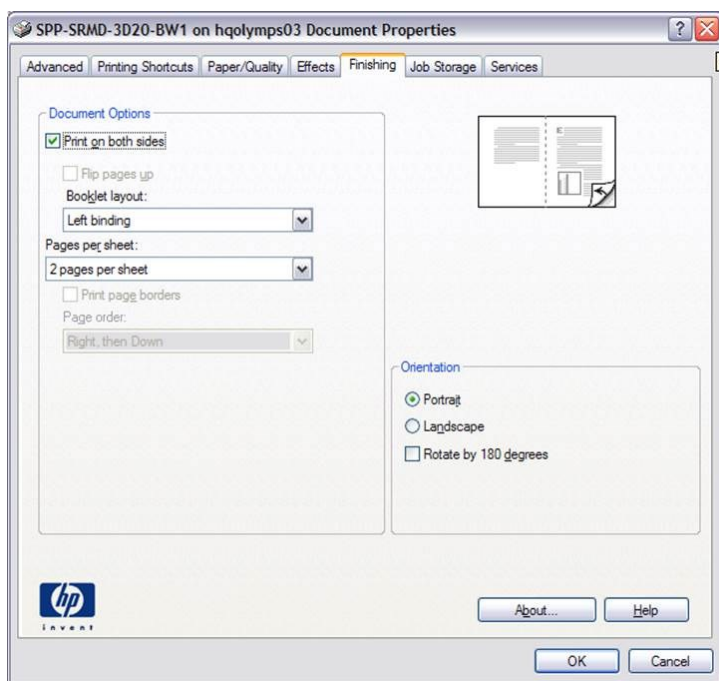
How to print in booklet form

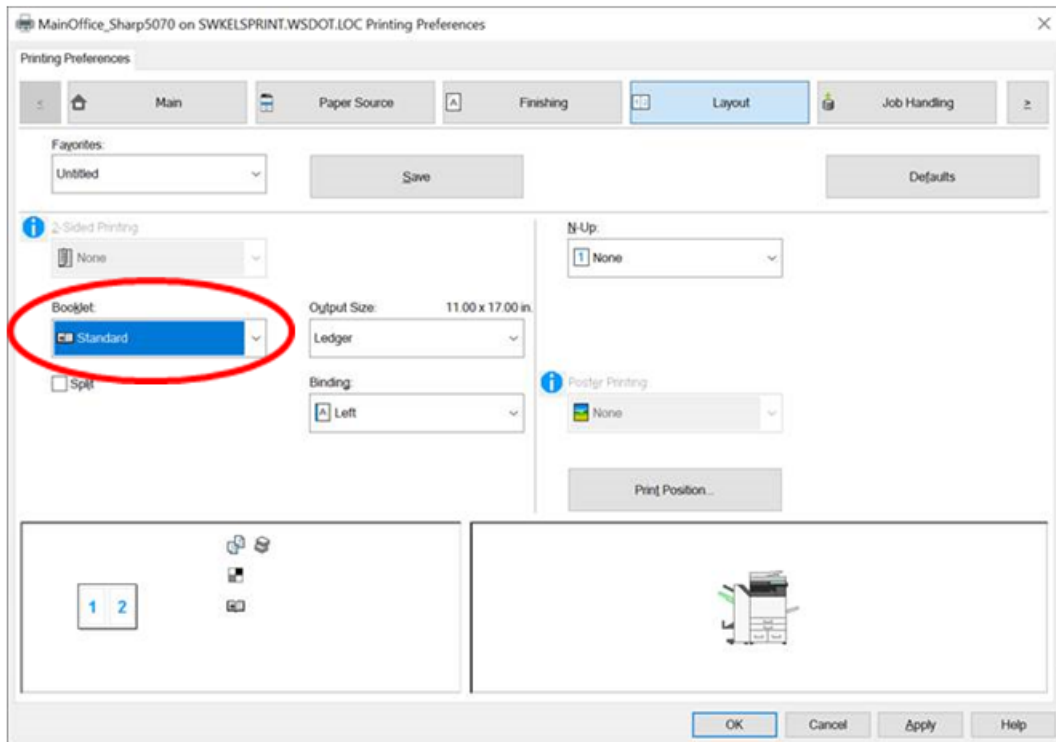
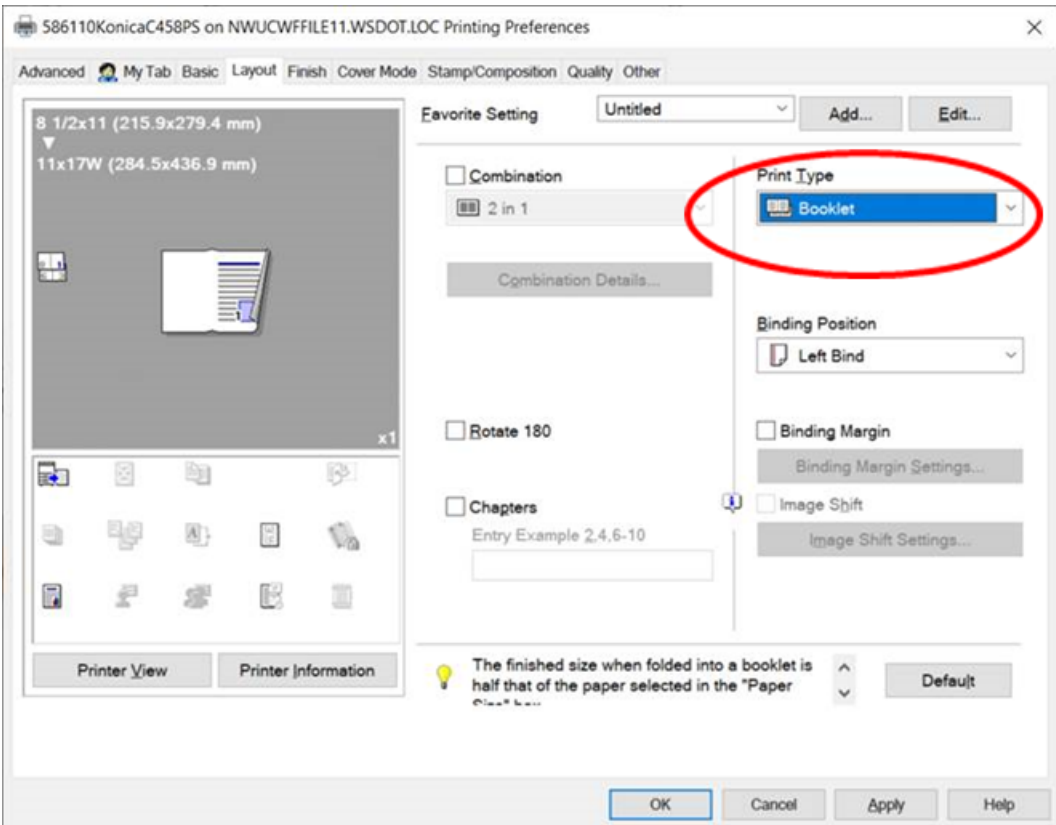
Instead of printing the recipe book on separate sheets of paper that will need to be paper-clipped, stapled, or hole-punched and placed in a 3-ring binder, consider printing it in booklet format. For those not familiar with booklet printing, think of a typical print magazine such as *People* or *Time*. If you were to pull the staples and separate all of the pages that make up these magazines, you will find that they are made up of large sheets of paper that are printed on both sides, four pages to a sheet, folded in half vertically, and stapled along the fold – usually with two or three staples. Refer to [this webpage](#) for a primer on saddle stitch binding.

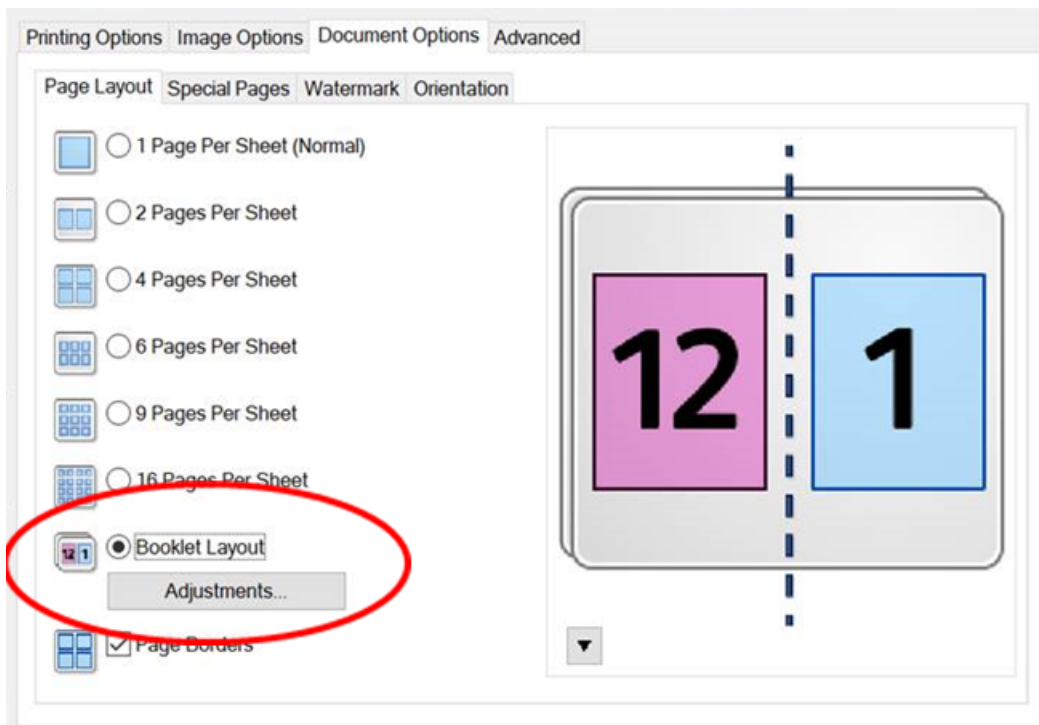
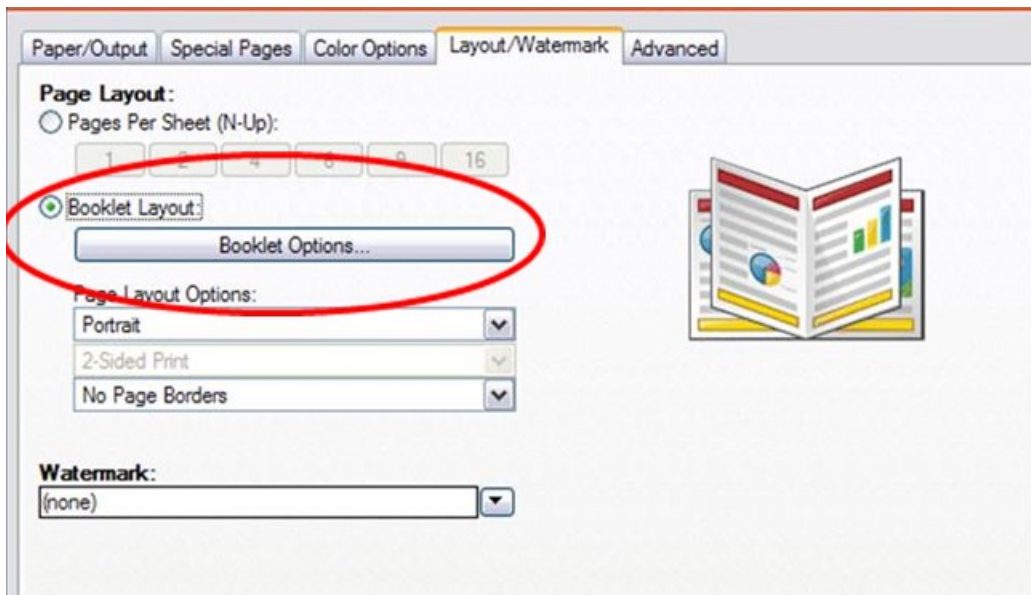
Note: Larger magazines like *Cosmopolitan* use a glued binding process that is similar to paperback book binding. We're not talking about those.

Most modern offices have multi-function printers that have booklet printing capabilities to varying degrees. Not all printers will have folding and saddle stitch stapling capabilities, but most can print four pages per sheet of paper. Because each sheet will have four pages printed on it (two pages per side and folded in half), your bound booklet dimensions will be half of your printer's selected paper size. For example, if you wish to print your booklet with 8.5" x 11" pages, your printer will need to handle 11" x 17" paper. However, printers that can handle 11" x 17" paper are less common. Every office printer that I know of can handle 8.5" x 11" paper though. These will produce a booklet with 5.5" x 8.5" pages. A 5.5" x 8.5" booklet would be a more convenient size for a cookbook. Assuming your printer can handle both sizes of paper, the choice is yours. If your printer can handle folding, make sure you select that option. If your printer can handle saddle stitch stapling, make sure you select that option. Consider the maximum number of sheets your printer's stapler can handle. If it has a 25 sheet staple limit, then you can bind a 100 page booklet (remember – four pages per sheet).

Below are screenshots of booklet print settings for some popular printer brands: HP, Konica, Sharp, and Xerox. Your printer's actual settings may look a little different, but you will get the general idea. Just look for a layout or finishing tab. That's where you're most likely going to find the booklet printing option. Dig around the other tabs or menus to see if your machine can folding and/or saddle stitching. If not, it's not the end of the world. It just means that you will have to manually fold and staple your sheets once they are printed.







WASHINGTON
IMMIGRANT NETWORK