

<b>Product</b>  <b>Xerox 4110 / 4590 Copier Printer</b>  <b>“How Do I?” guide for Operators</b>	<b>Title</b>  <b>Booklets for DocuSP EXP 4110</b>
	<b>Date</b>  <b>May 2007</b>
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## EXP4110

### How to create a booklet (no covers) printing thru the EXP4110

This setup is when you have multiple 8.5x11 pages in the document & you want to create a booklet on 11x17 (no covers).

1. Select [**File**] [**Print**]
2. Select the [**EXP4110 PS printer**]  
Make sure in the print dialog screen that the [**Choose Paper Source by PDF Page Size**] is **NOT** selected.
3. Select [**Properties**] expand the [**Paper Source**] Tab
4. Select [**Letter SEF**] in Page Size
5. Scroll down to [**Print Size**]
6. Select 11x17
7. Scroll down the Finishing Tab & expand the Tab
8. Scroll down to [**Booklet Maker**]
9. Select [**Saddle**]  
*A conflict window will popup stating that it has to change duplex to top-top & page order to reverse.*
10. Select OK
11. Scroll down to [**Folding**]
12. Select [**Booklet Fold & Staple**]
13. Select [**OK**] [**OK**] to Print

### How to Program 5.5 x 8.5 PDF to 8.5 x 11 Booklets - EXP4110

Per EFI, use the Workflow described below to program a 5.5x8.5 (Statement stock) PDF job to print onto 8.5x11 Booklets:

1. Open the PDF
2. Select [**File**] [**Print**] [**EXP4110 printer**]
3. Check the [**Choose Paper Source by PDF page size**]
4. Select [**Properties**]
5. Ensure that the [**Page Size**] = 5.5x8.5 (Statement) SEF
6. Select [Paper Source] and set - [**Print Size**] = Letter SEF
7. Select [**Finishing**] and set the following:
  - a. [**Booklet Maker**] = Saddle (approve the programming conflict resolutions)
  - b. Deselect [**Booklet Best Fit**] **\*\*\*IMPORTANT\*\*\***
  - c. [**Folding**] = Booklet fold and staple (approve the programming conflict resolution)
8. Select [**OK**] [**OK**] to submit the job to print

**RESULTS:** Job prints with the 5.5x8.5 image correctly placed on each half of the 8.5x11 SEF sheet. It is folded and stapled into a booklet.