

Please keep in mind that not all copiers are created equal; only some of them can make a booklet, perforate, staple, or fold your print/copy job. However, if the nearest copier cannot do what you have in mind, do not fret. Print the job and find the closest copier with the capabilities you need. No matter where you print, the job will be visible on any of the school's copiers when you log in:

Location	Hole Punch	Staple	Folding / Booklet*
Annex 2nd Floor	no	yes	no
Blue Gim GO	no	yes	no
Chateau 1st Floor	yes	yes	no
Chateau Comm. Off.	no	no	no
ECC Ground Floor	yes	yes	yes
ES Ground Floor	yes	yes	yes
ES Second Floor	no	yes	no
HS Ground Floor	yes	yes	yes
ICC Ground Floor	yes	yes	yes
Metairie Ground Floor	no	yes	no
MHS Lib. 1	yes	yes	yes
MHS Lib. 2	no	no	no
Chalet	no	yes	no

*Almost all the copiers in the school can print or create a booklet, but only a few can fold it and staple it.

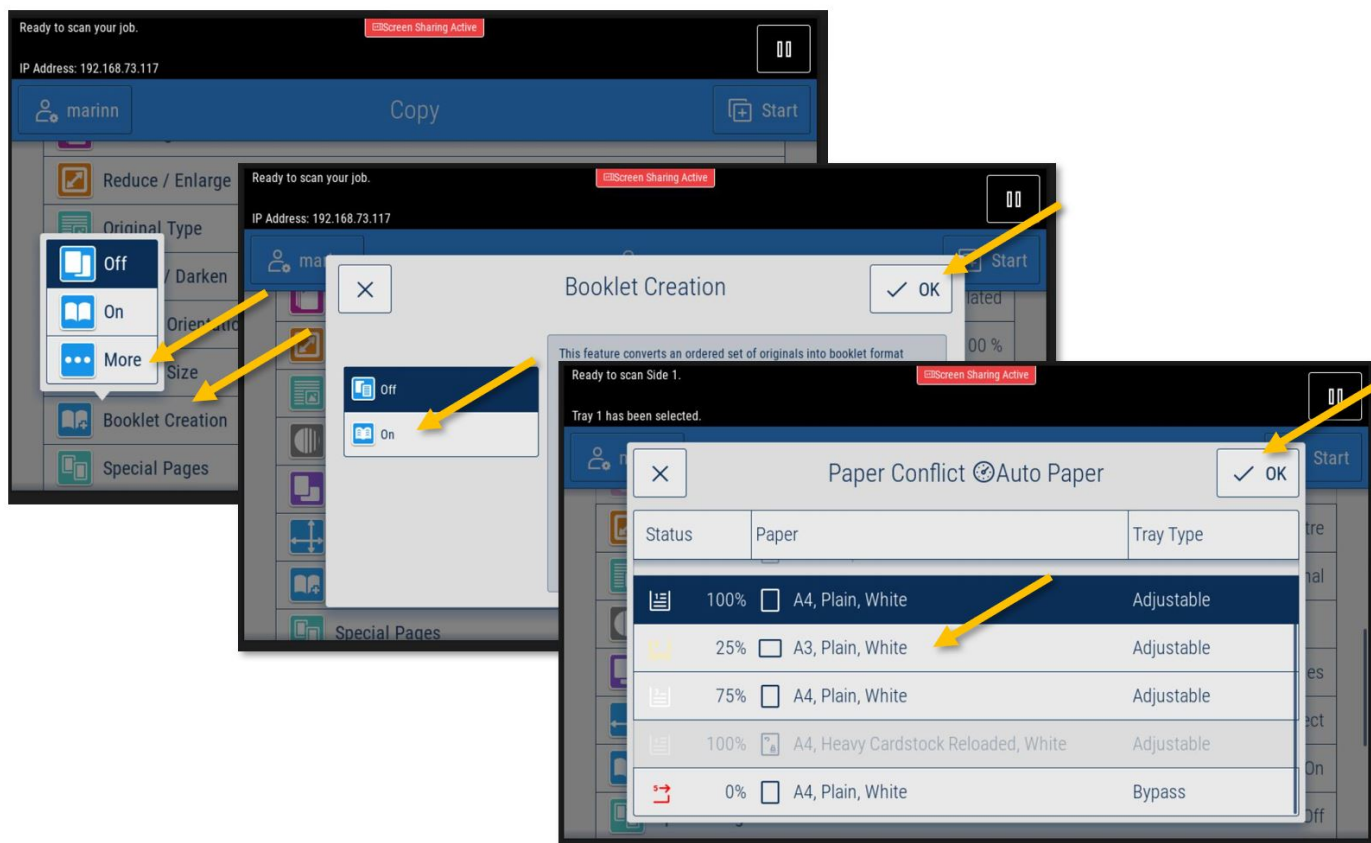
** If you need to create more than 10 booklets, please use the copiers outside the MHS library or plan your printing with the schools' GOs. When creating booklets, the copiers must print on both sides, fold, and staple. This could take a long time, and nobody else would be able to use them.

How to **Create Booklets from the:**

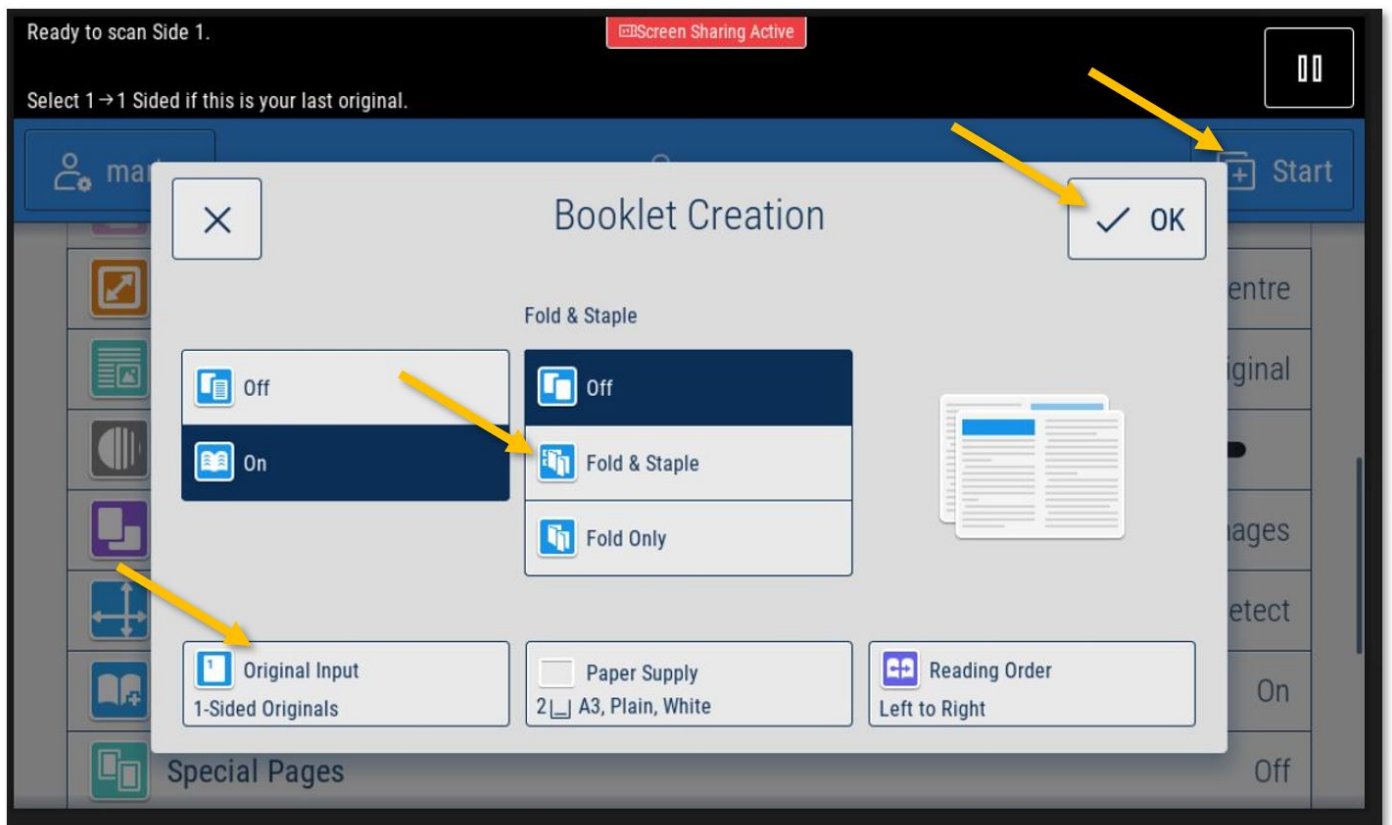
Copier:

Sign in, place the originals in the Automatic Document Feeder, choose *Copy*, and scroll down to see the options. The default copy mode is black and white; if needed, please change it to Color from the *Output Colour* option.

Select the *Booklet Creation* option and *More*. In the pop-up window - *On* and *OK*. Then, choose the paper size that you want to use. If A4 is chosen the resulting booklets will be A5. With A3, the booklets will be A4. Press *OK* again.



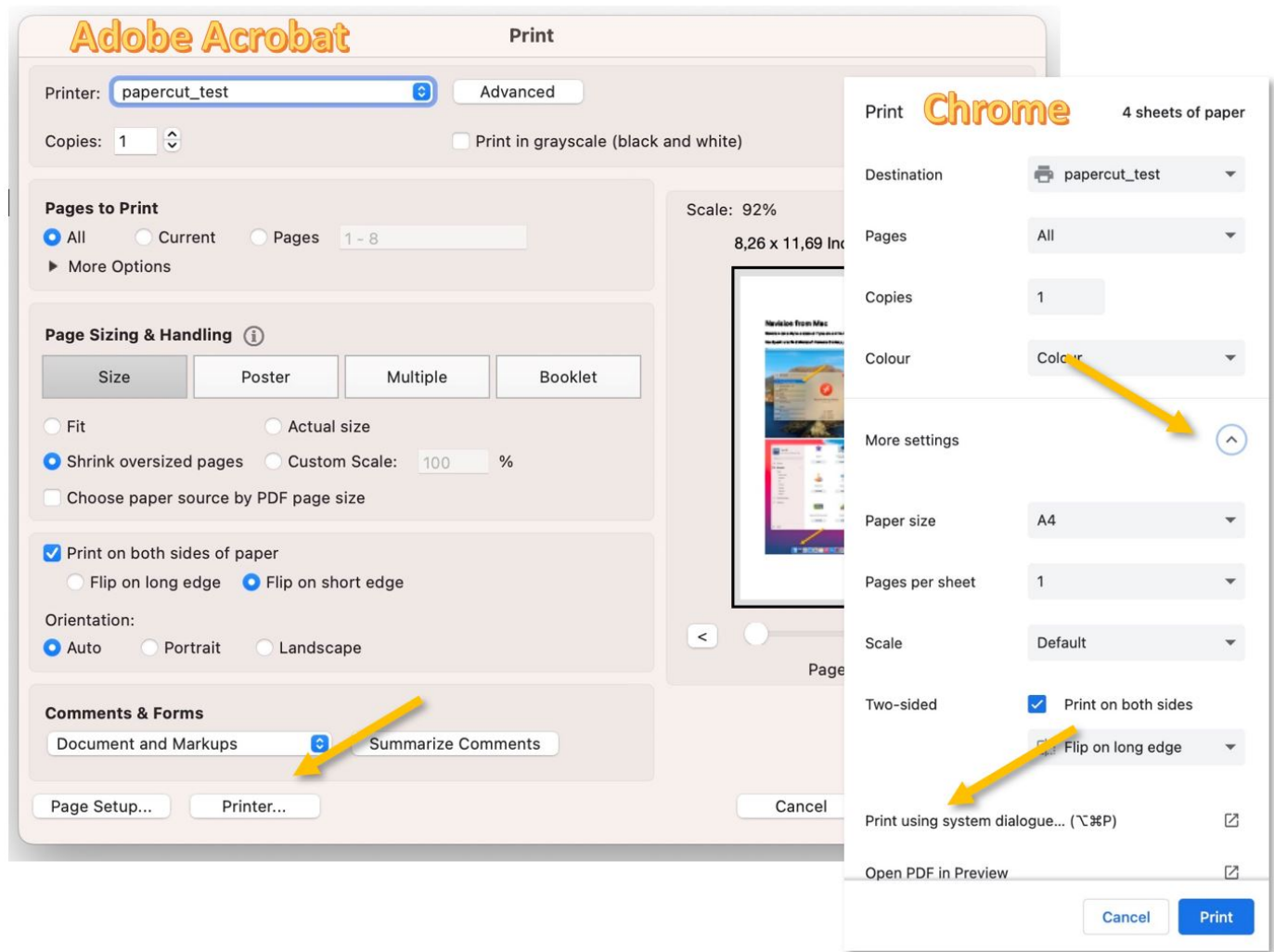
In the next menu, you can ask the copier to *Fold & Staple*; scan both sides of the originals, and even reverse the reading order. When ready, please press *OK* and *Start*. If the result meets the expectations, print the rest of the needed booklets.



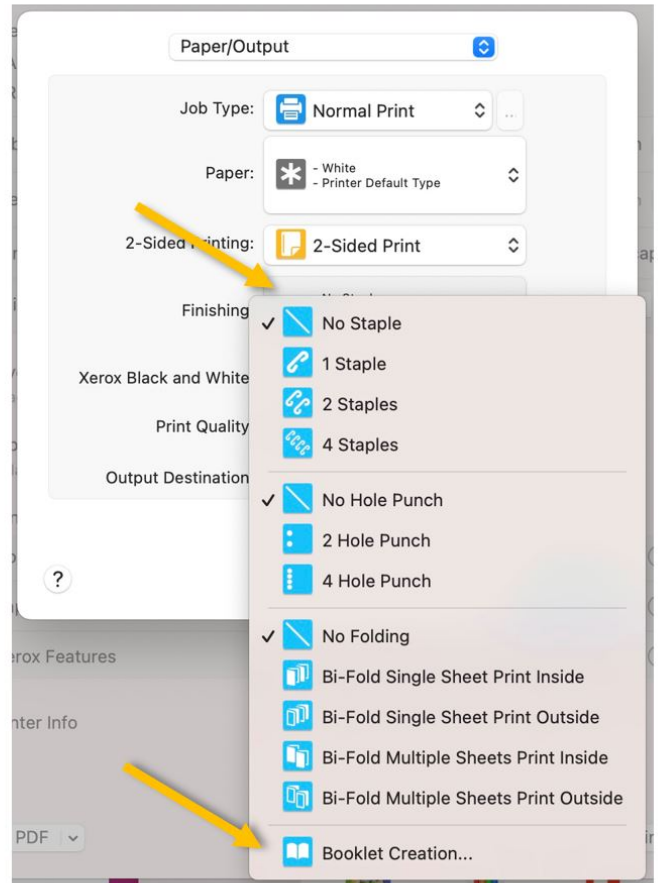
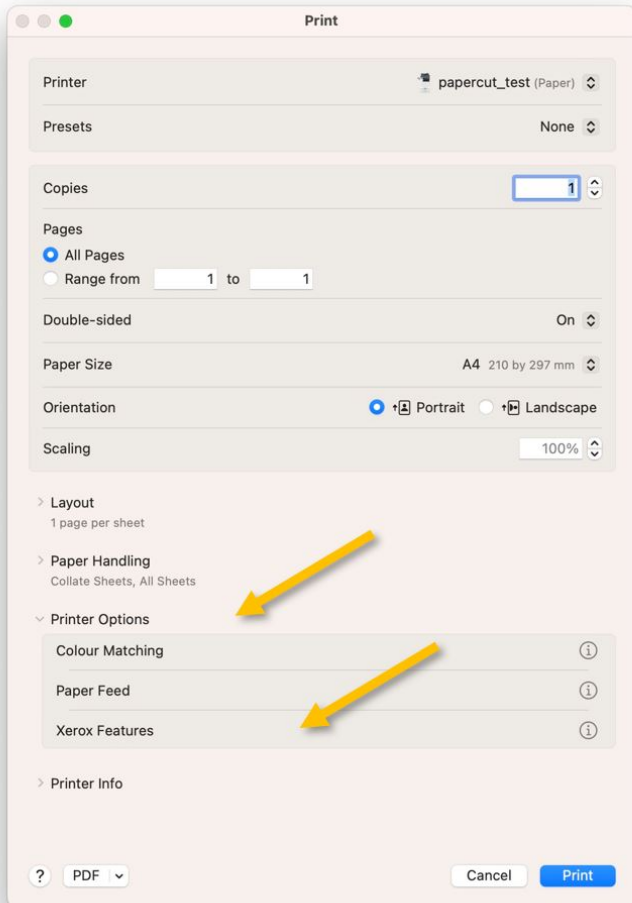
Mac:

(If you print from a Windows machine, please jump to the next section.)

Most apps cannot access the booklet menu directly. After pressing print, we must find the printer settings in the print menu. In Adobe Acrobat, for example, we need to press on 'Printer...'; in Chrome, 'More settings' and 'Print using system dialog'.

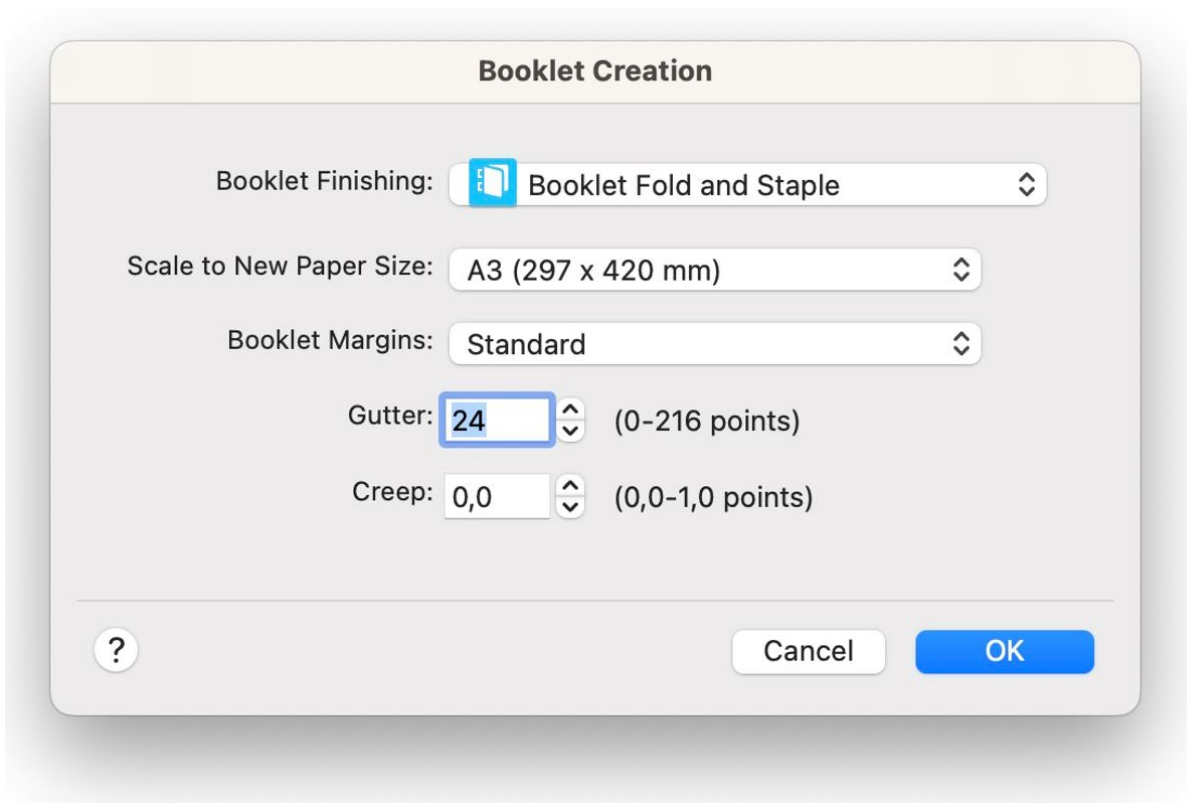


In the new pop-up window, scroll down to 'Printer Options', extend it, and select Xerox Features. Click on the 'Finishing' box and select from the drop-down list 'Booklet Creation...'



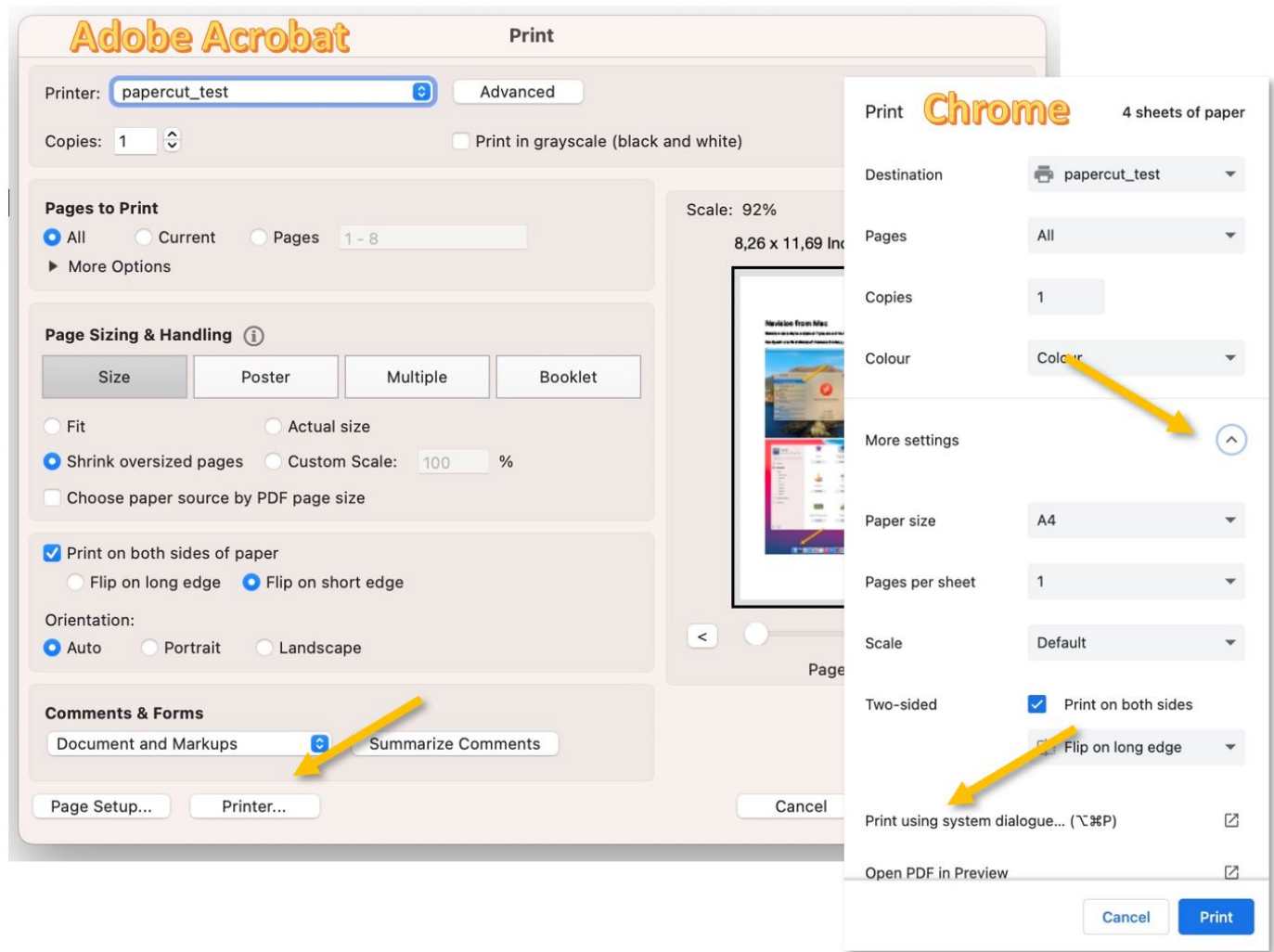
In the 'Booklet Creation' menu, select the appropriate 'Booklet Finishing' for your case, usually 'Booklet Fold and Staple' and, from 'Scale to New Paper Size:' the paper size to be used. Usually A3 (for A4 booklets). A4 (for A5 booklets).

Press 'OK', then 'Print' and 'Print' again to send the job to the copier.

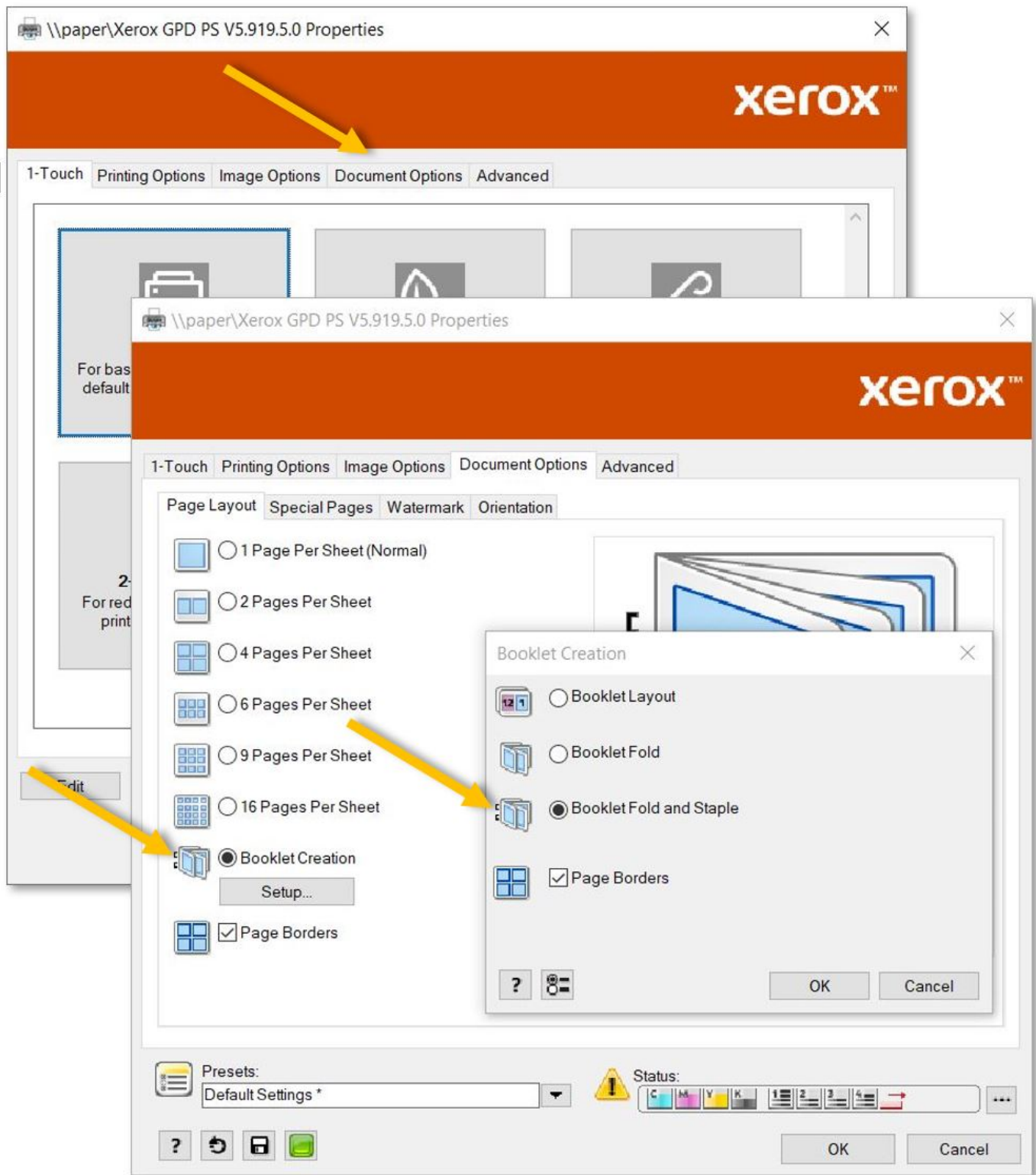


Windows:

Most apps cannot access the booklet menu directly. After pressing print, we must find the printer settings in the print menu. In Adobe Acrobat, for example, we need to press on 'Printer...'; in Chrome, 'More settings' and 'Print using system dialog...'; in Word, 'Printer Properties.'



In the menu that pops up, select the 'Document Options' tab, 'Booklet Creation,' and the desired type of booklet, usually 'Booklet Fold & Staple.'



Press 'OK', 'OK' again, and 'Print' to send the job to the copier.

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