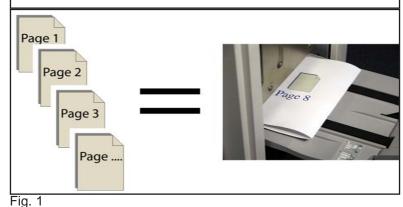**Warning:** In order to have the Booklet Fold and Staple service you must have the Professional finisher installed on your machine. Please contact your local Xerox sales representative for details.

Note: If you do not have Short Edge Feed letter size stock available in any paper tray please use the Disable Banner Sheet pamphlet before continuing. In this example we are printing to 11x17" from 8.5x11" original documents.

Fig. 1
Create a multiple page document in your application. Select **Print** from your application.

Fig. 2
Make sure the Xerox WorkCentre Pro C3535 is selected in the printer box. Click **Properties**.
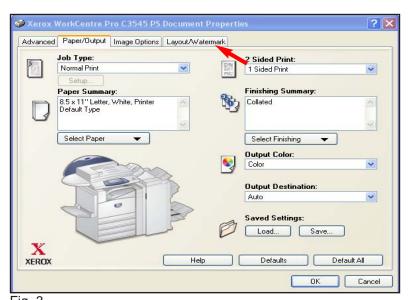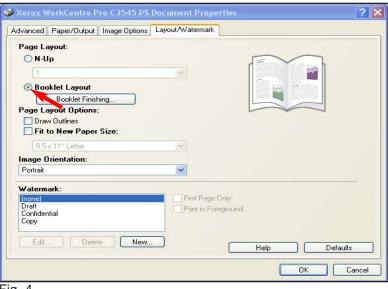

Fig. 3
Click **Layout/Watermark**.

Fig. 4
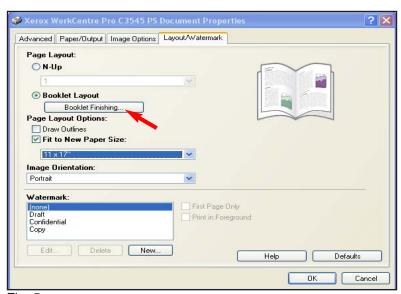Select the **Booklet Layout** option.
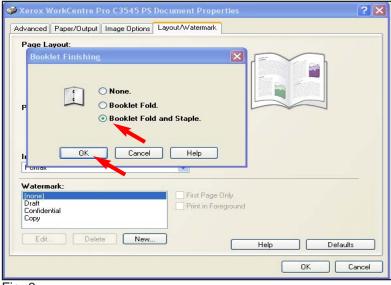

Fig. 5
Click **Booklet Finishing**.

Fig. 6
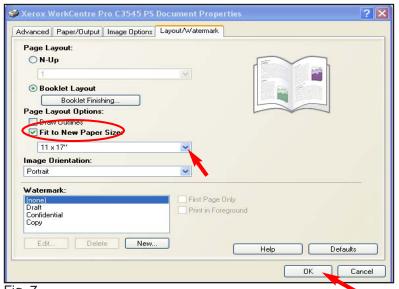Select **Booklet Fold and Staple** option from the Booklet Finishing window and click **OK**.

Fig. 7
Place a checkmark in the **Fit to New Paper Size** box, click the down arrow and select **11 x 17"**. Click **OK**.
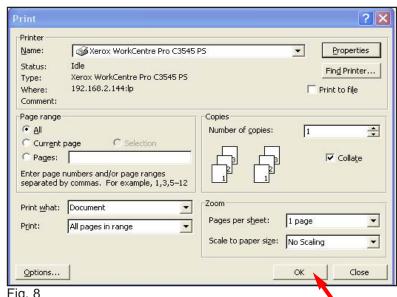

Fig. 8
Click **OK**.

Fig. 9
Output will be printed.

Fig. 10
Finished booklet.

Quick Start Guide

Booklet Creation

WorkCentre Pro
C2128/C2636/C3545

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