

Sample Document - Adobe Acrobat Reader (64-bit)


File Edit View Window Help

- Open... Ctrl+O
- Reopen PDFs from last session
- Create PDF
- Combine Files
- Insert Pages
- Save Ctrl+S
- Save As... Shift+Ctrl+S
- Convert to Word, Excel or PowerPoint
- Save as Text...
- Compress File
- Password Protect
- Request E-signatures
- Share File
- Revert
- Close File Ctrl+W
- Properties... Ctrl+D
- Print... Ctrl+P
- 1 Y:\...\BP-50M_70M Series User's Manual.pdf
- 2 Y:\...\Software Setup Guide.pdf
- 3 C:\Users\vaum\...\Sample Document1.pdf
- 4 C:\Users\vaum\...\IM_BP70M65_I1E.pdf
- 5 C:\...\Basic_Print_Driver_BP-50C55_50C65.pdf
- View All Recent Files...
- Exit Application Ctrl+Q

1 / 2 150%

100 Paragon Drive, Montvale, NJ 07645
success@sharpsec.com
sharpusa.com

Sample Document



With your document open, select **File**.

- Open... Ctrl+O
- Reopen PDFs from last session
- Create PDF
- Combine Files
- Insert Pages
- Save Ctrl+S
- Save As... Shift+Ctrl+S
- Convert to Word, Excel or PowerPoint
- Save as Text...
- Compress File
- Password Protect
- Request E-signatures
- Share File
- Revert
- Close File Ctrl+W
- Properties... Ctrl+D
- Print... Ctrl+P**
- 1 Y:\...\BP-50M_70M Series User's Manual.pdf
- 2 Y:\...\Software Setup Guide.pdf
- 3 C:\Users\...\Sample Document1.pdf
- 4 C:\Users\...\IM_BP70M65_I1E.pdf
- 5 C:\...\Basic_Print_Driver_BP-50C55_50C65.pdf
- View All Recent Files...
- Exit Application Ctrl+Q

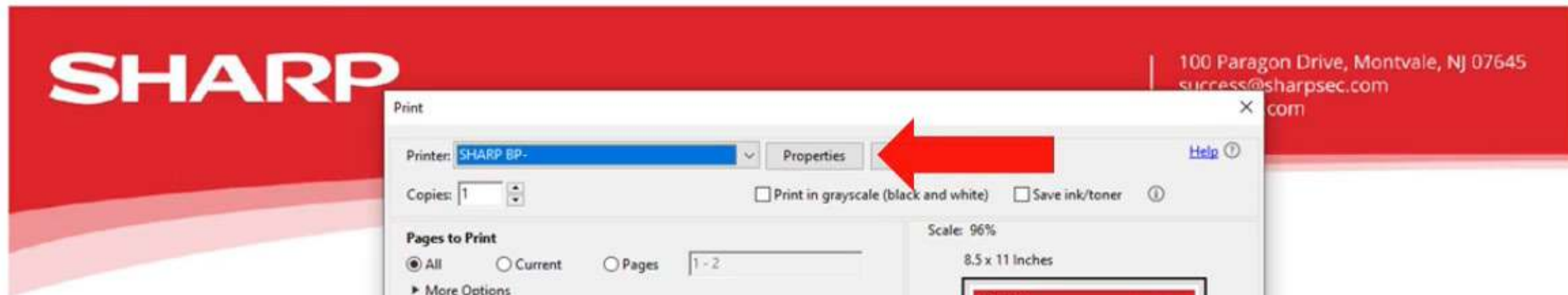


Sample Document



Select **Print**.





Print

Printer: SHARP BP- Properties **←** Help

Copies: 1 Print in grayscale (black and white) Save ink/toner

Pages to Print: All Current Pages 1 - 2

Page Sizing & Handling: Fit Actual size Shrink oversized pages Custom Scale: 100 %

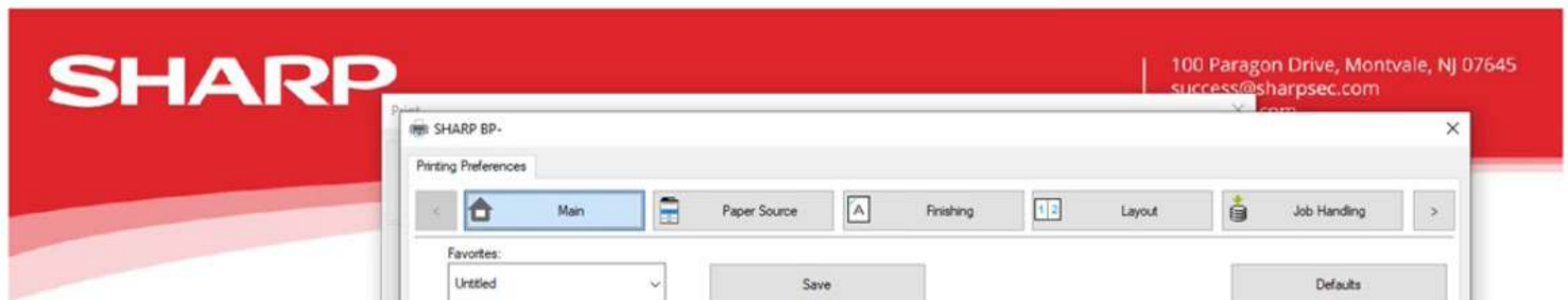
Orientation: Auto Portrait Landscape

Scale: 96%
8.5 x 11 Inches

Page 1 of 2

Print Cancel

With your printer selected, select **Printer Properties**.



SHARP BP-

Printing Preferences

Main Paper Source Finishing Layout Job Handling

Favorites: Untitled Save Defaults

Copies: 1

Original Size: 8.50 x 11.00 in. Letter

Output Size: 11.00 x 17.00 in. Ledger

Orientation: Portrait

2-Sided Printing: None

N-Up: 1 None

Staple: None

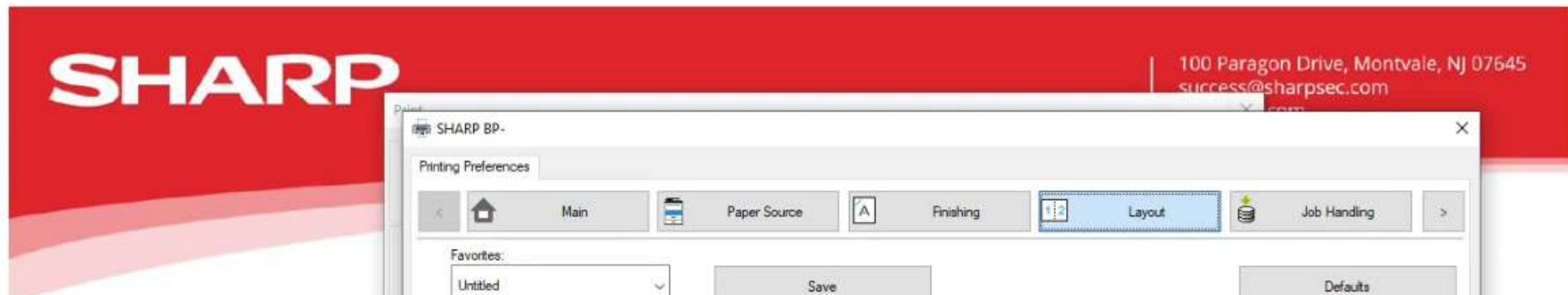
Document Filing: None

Color Mode: Automatic

OK Cancel Help



Choose **Original Size** and **Output Size**.



SHARP BP-

Printing Preferences

Main Paper Source Finishing **Layout** Job Handling

Favorites: Untitled Save Defaults

2-Sided Printing: None

Booklet: Standard **Output Size: 11.00 x 17.00 in.**

Split

Binding: Left

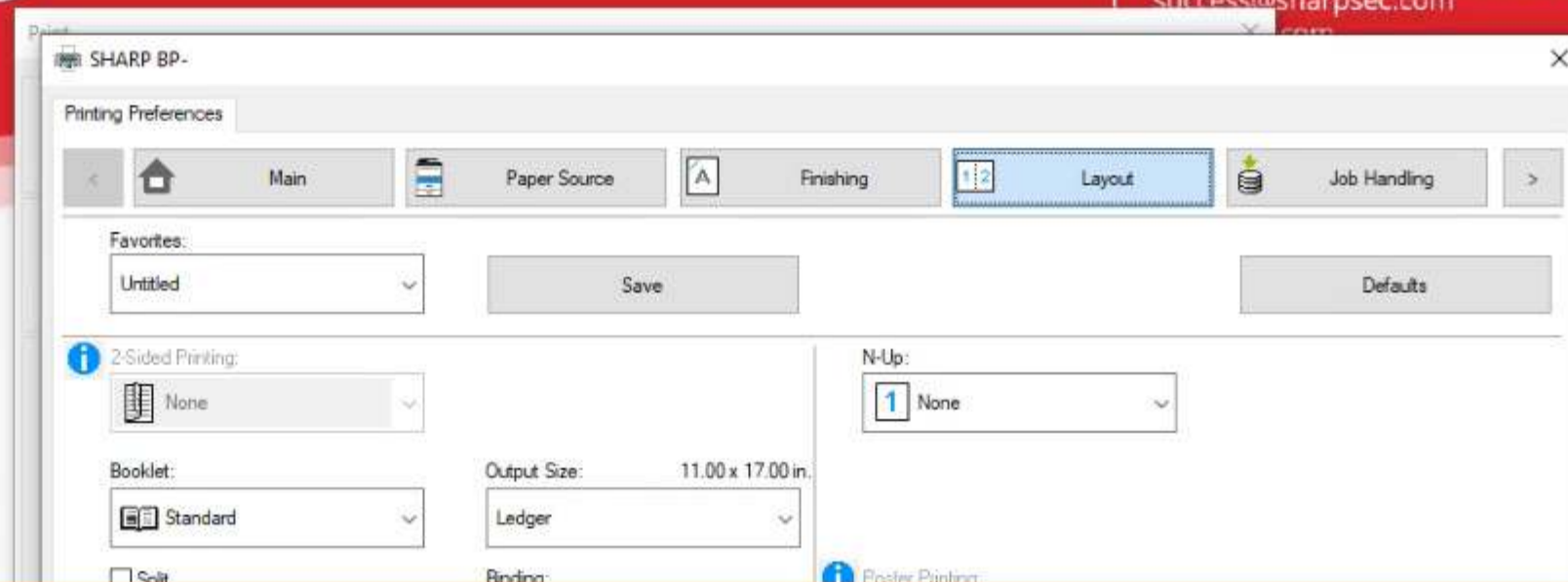
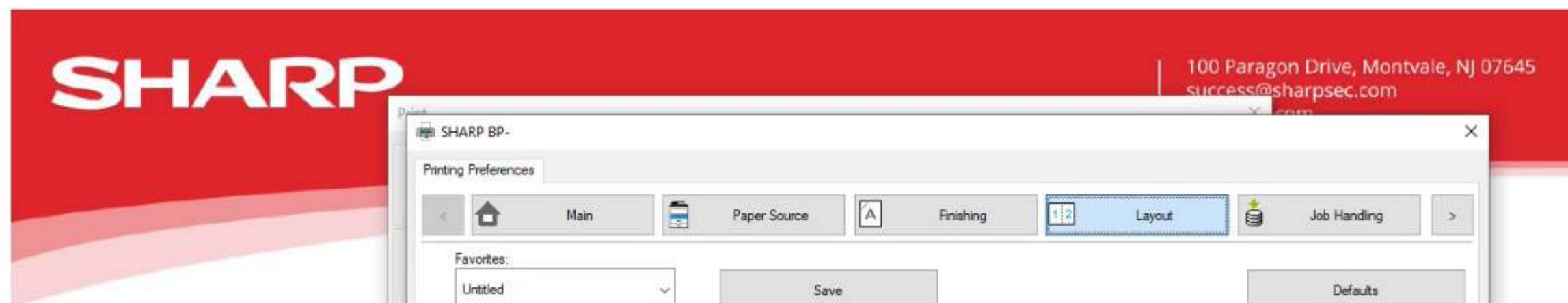
N-Up: 1 None

Poster Printing: None

Print Position...

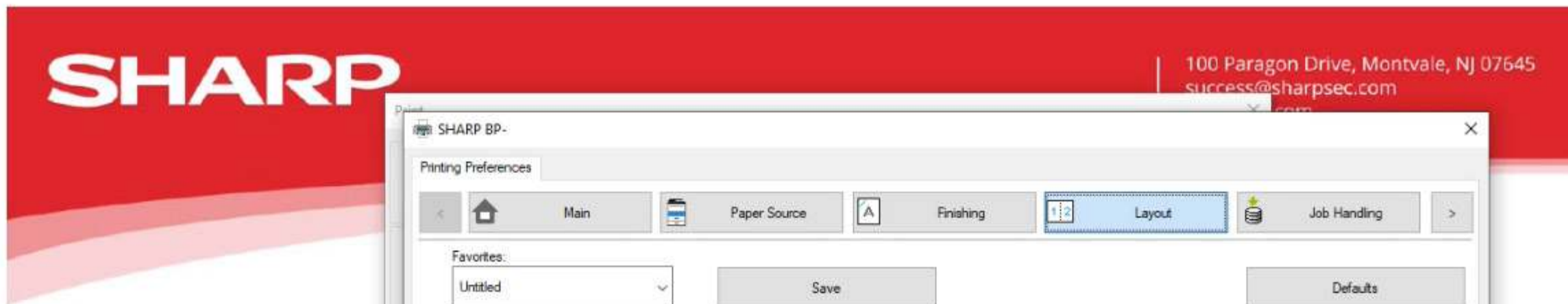
OK Cancel Help

Select **Standard** or **Full Image** in Booklet.



- When **Standard** is selected, the printed image will be enlarged or reduced to fit the paper selected in "Output Size".
- When **Full Image** is selected, the printed image will be enlarged or reduced to fit the size selected in "Fit To Paper Size". By selecting a paper size that is larger than the print image, you can cut off the edges of the paper after making the booklet to create a booklet with no margins.





SHARP BP-

Printing Preferences

Main Paper Source Finishing **Layout** Job Handling

Favorites: Untitled Save Defaults

2-Sided Printing: None

Booklet: Standard

Output Size: 11.00 x 17.00 in. Ledger

Binding: Left

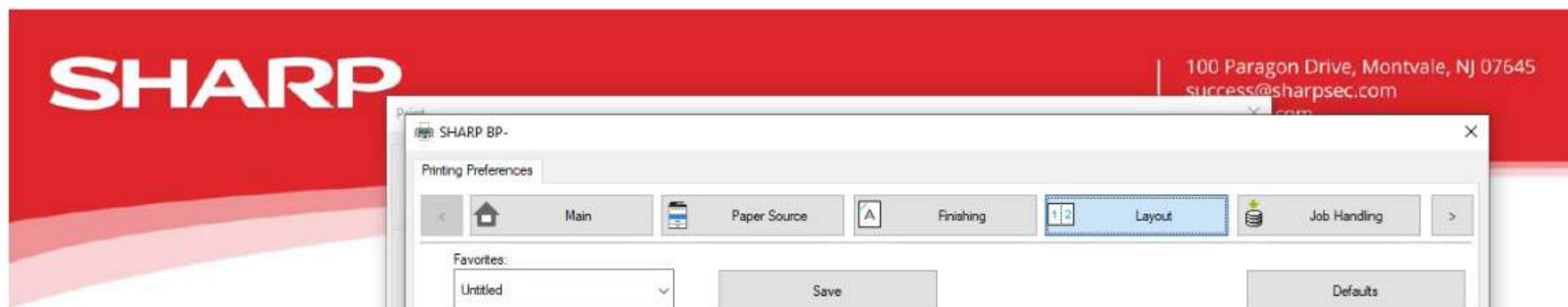
N-Up: 1 None

Poster Printing:

Print Position...

OK Cancel Help

Select **Output Size** and **Binding Edge**.



SHARP BP- Printing Preferences

Main Paper Source Finishing **Layout** Job Handling

Favorites: Untitled Save Defaults

2-Sided Printing: None

Booklet: Standard Output Size: 11.00 x 17.00 in. Ledger

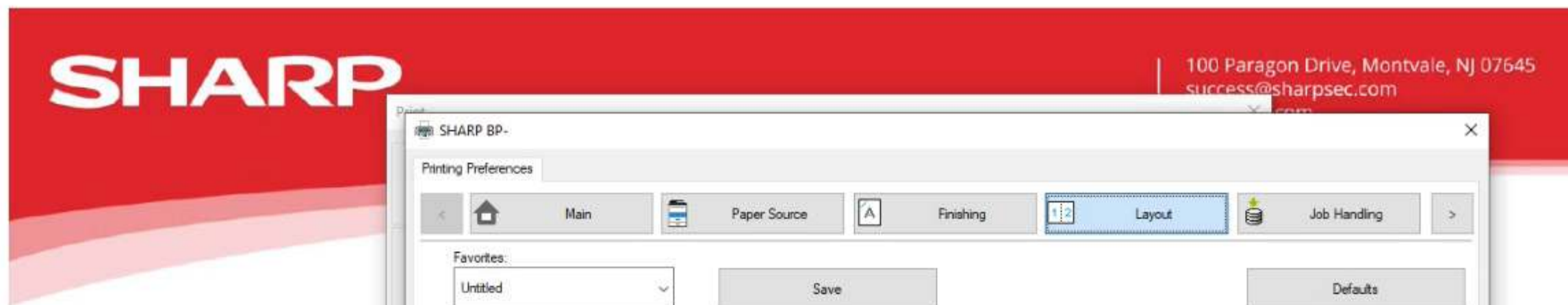
Split Binding: Left

N-Up: 1 None

Poster Printing: None

Print Position...

- When **Standard** is selected, select the output paper size.
- When **Full Image** is selected, select the size to which you want to enlarge or reduce the print image in [Fit To Paper Size], and select the paper size you want to use for printing in "Output Size".



SHARP BP-

Printing Preferences

Main Paper Source Finishing **Layout** Job Handling

Favorites: Untitled Save Defaults

2-Sided Printing: None

Booklet: Standard

Output Size: 11.00 x 17.00 in. Ledger

Binding: Left

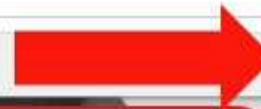
N-Up: 1 None

Poster Printing: None

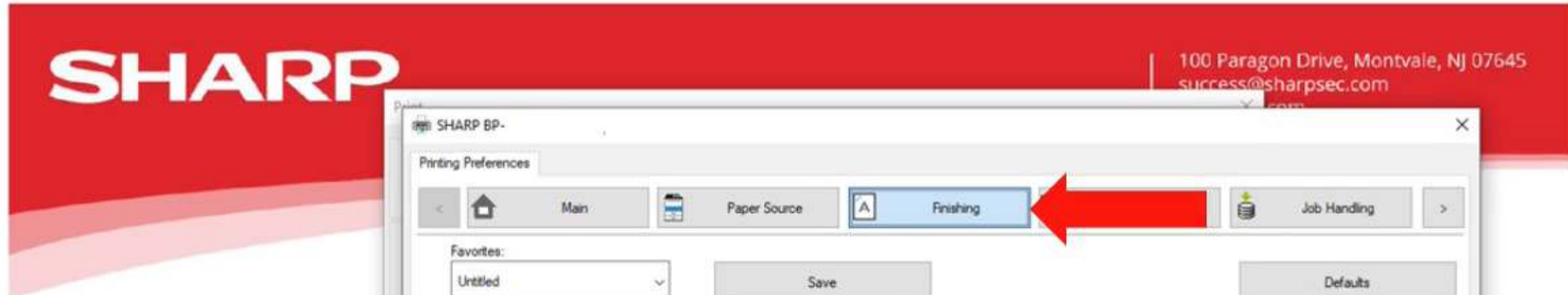
Print Position...

1 2

OK Cancel Help



Select **OK**.



SHARP BP-

Printing Preferences

Main Paper Source **Finishing** Job Handling

Favorites: Untitled Save Defaults

Staple: None

Punch: None

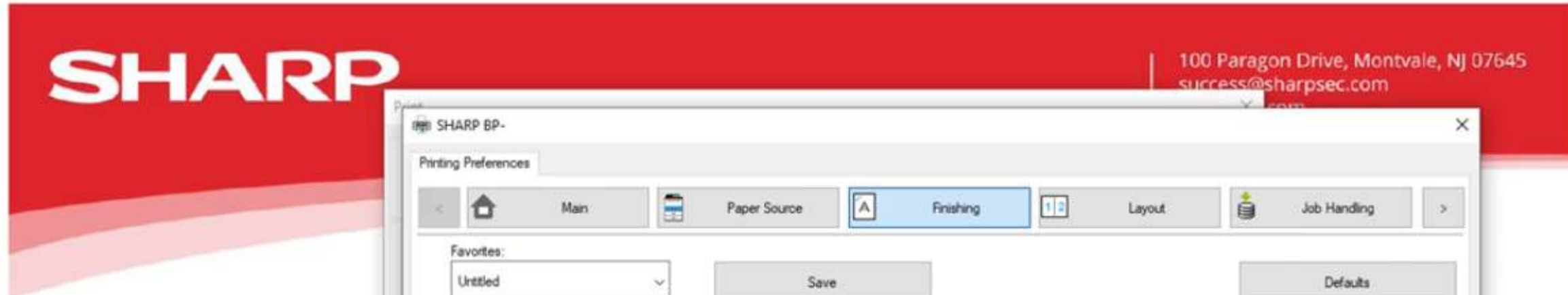
Fold: None Settings...

Offset: Offset each set

Output: Automatically Select Separator Page...

1 2

Select **Finishing** tab if MFP is equipped with a Saddle Stitch Finisher.



SHARP BP-

Printing Preferences

Main Paper Source Finishing Layout Job Handling

Favorites: Untitled Save Defaults

Staple:

- None
- None
- 1 Staple
- 2 Staples
- Saddle Stitch

Output: Automatically Select Separator Page...

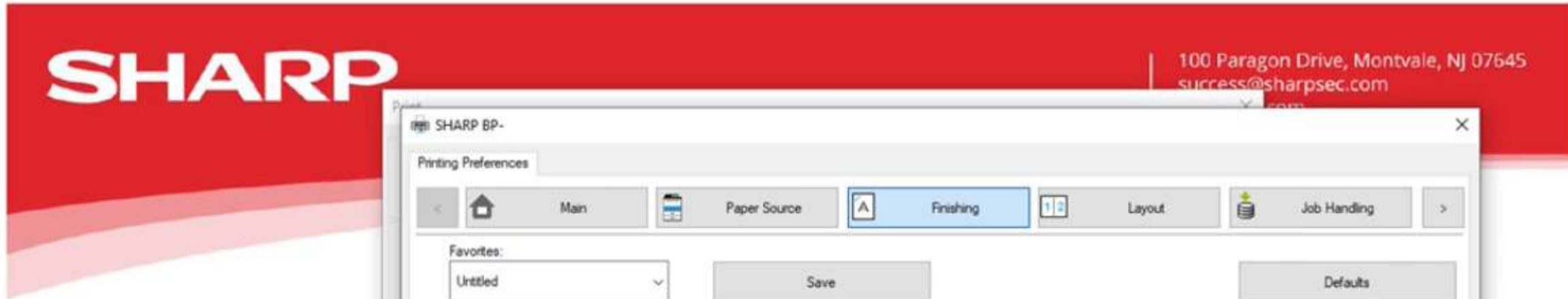
Offset: Offset each set

1 2

OK Cancel Help



Select **Saddle Stitch** from Staple drop down.



SHARP BP-

Printing Preferences

Main Paper Source Finishing Layout Job Handling

Favorites: Untitled Save Defaults

Staple: None 1 Staple 2 Staples Saddle Stitch Settings...

Output: Automatically Select Separator Page...

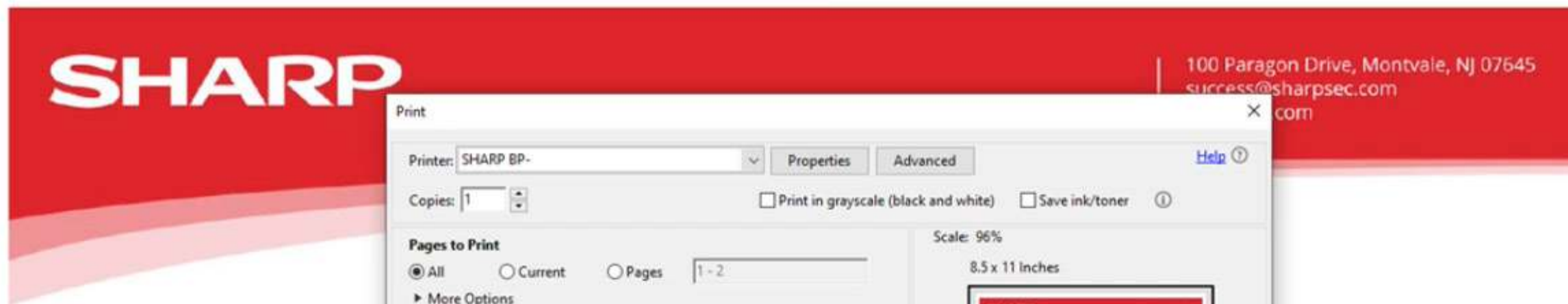
Offset: Offset each set

1 2

OK Cancel Help



Select **OK**.



Print

Printer: SHARP BP- Properties Advanced Help

Copies: 1 Print in grayscale (black and white) Save ink/toner

Pages to Print: All Current Pages 1-2

Page Sizing & Handling: Size Poster Multiple Booklet

Fit Actual size Shrink oversized pages Custom Scale: 100%

Choose paper source by PDF page size

Print on both sides of paper

Orientation: Auto Portrait Landscape

Comments & Forms: Document and Markups Summarize Comments

Scale: 96%
8.5 x 11 Inches

Page 1 of 2

Print Cancel

Select **Print** to begin booklet print job.