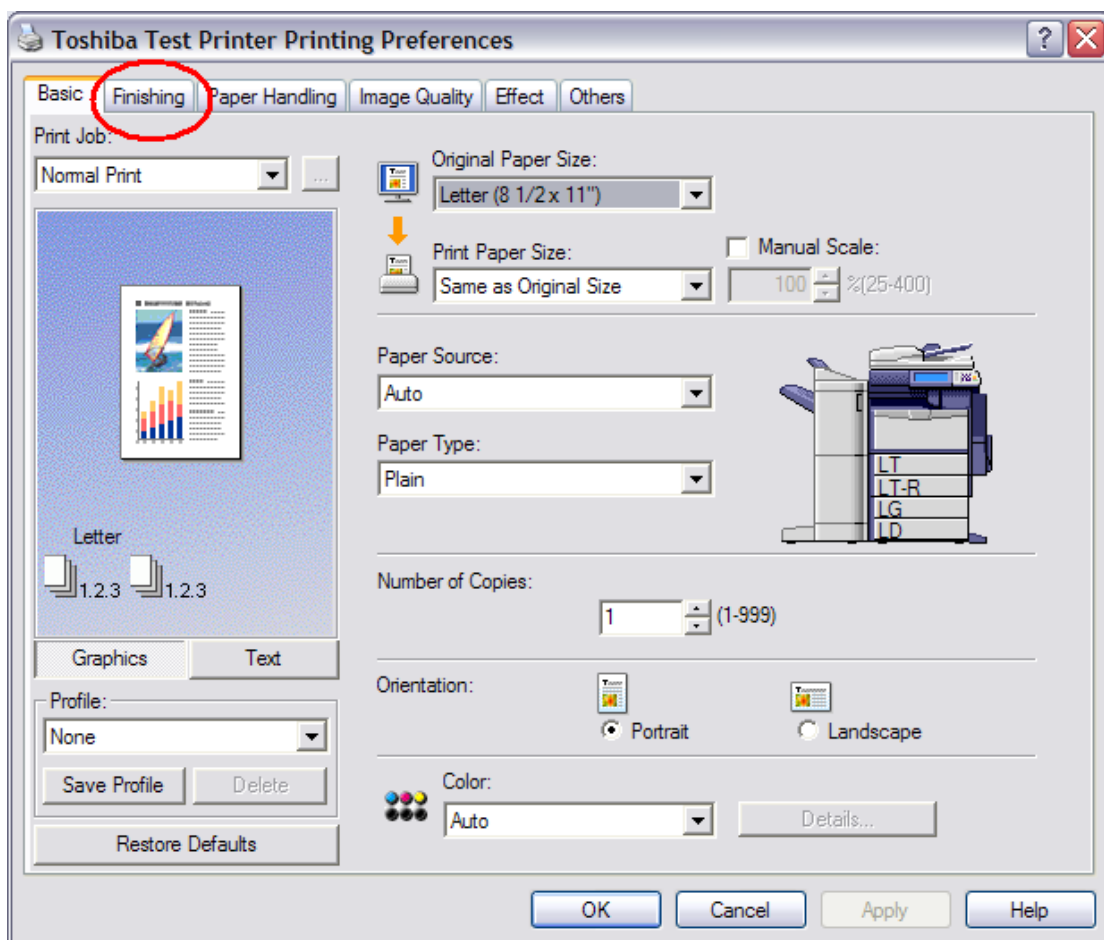


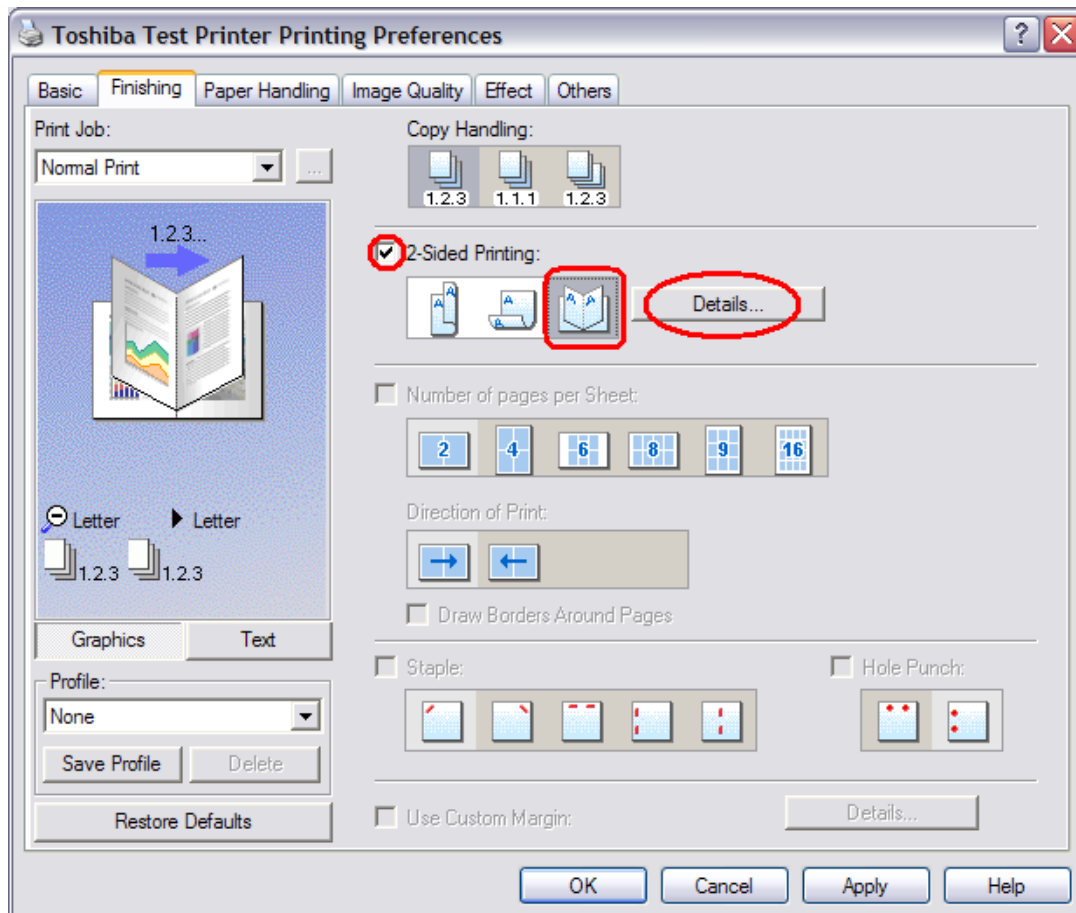
# Saddle Stitch Printing

First, go to File -> Print and choose the Toshiba printer from your list.

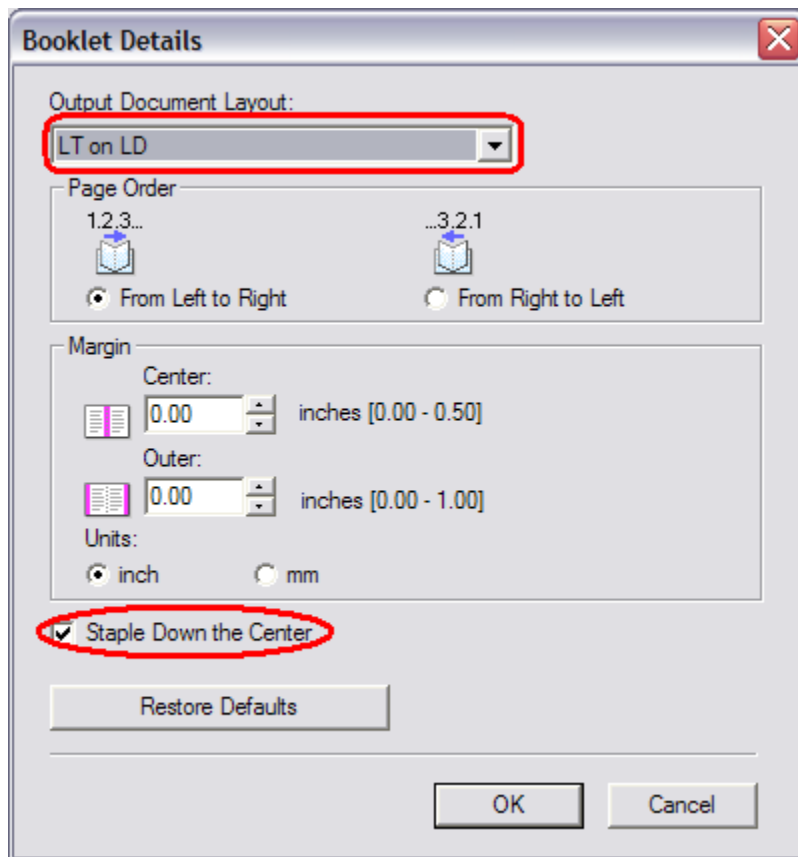
Next, Click on Properties. You will then see the below screen. Click on the **Finishing** tab at the top:



Next, you are going to select **2-Sided Printing** checkbox. Choose the 3<sup>rd</sup> option that shows a book. You will then have the option for **Details**:



Select from the dropdown **LT on LD** and select the checkbox for **Staple Down the Center**. Click OK when done.



Click OK again and then print. The job will now print. If you do not have 11" x 17" (Ledger) sized paper already in your machine drawer, the job will go to the Job Status button (it will flash) and prompt you to put paper in the bypass and press start to begin the job.