

Duplex Printing function:

If your printer has a built in duplex unit, or if you have installed an optional duplex unit, it is very easy to print on both sides of the paper. [Click here to see how to select the duplex printing option in the printer driver.](#)

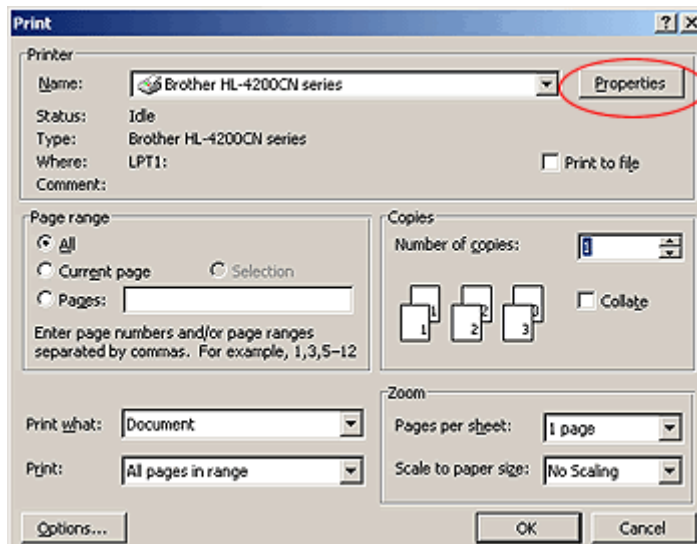
Booklet Printing function:

When you use this function the printer driver prints the pages in a certain way so that when folded, the document becomes a booklet. [Click here to see how to select the booklet printing option in the printer driver.](#)

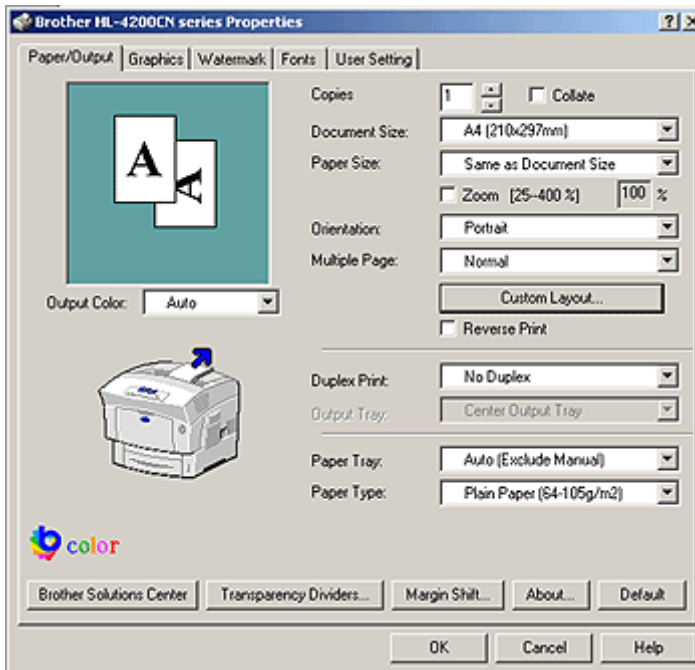
How to select the Duplex printing option:

(PCL driver)

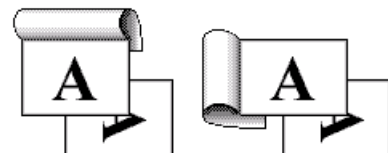
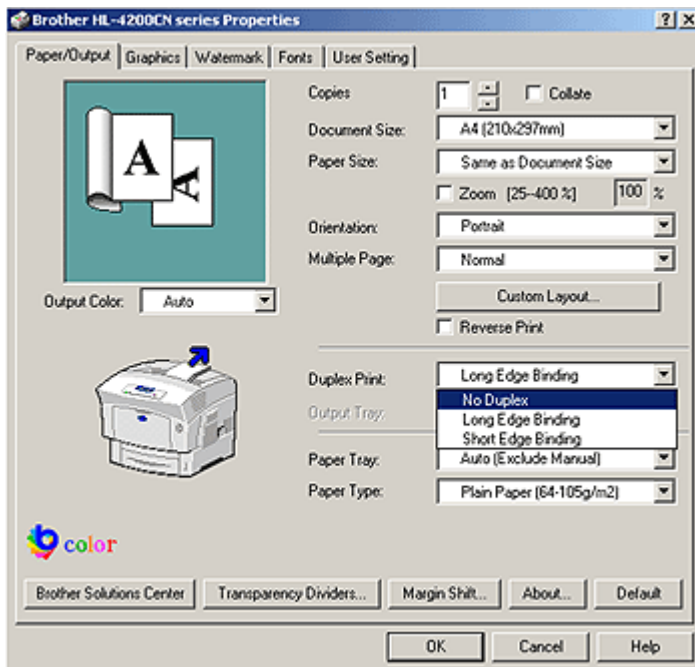
1. From a Windows® application such as Microsoft Word, click the **File** menu and then select the **Print** option.
2. Click the **Properties** button to display the printer driver setting.



3. You will see the Brother dialogue screen. Select the **Paper/Output** tab.



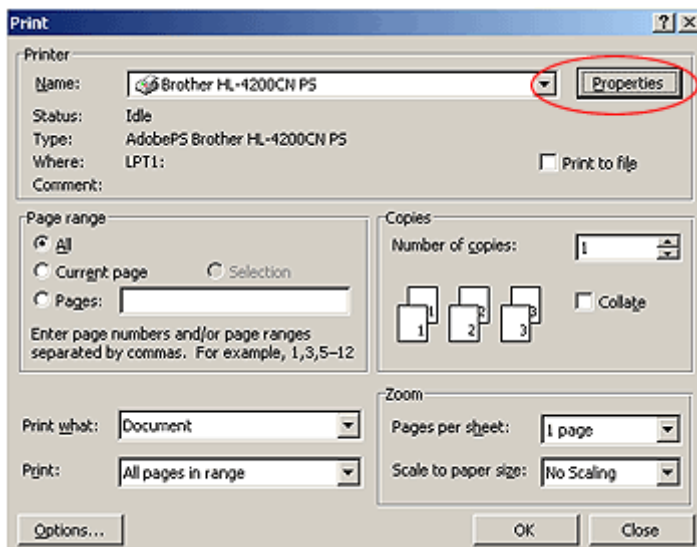
4. From the **Duplex Print** pull down list, select one of the following: **Long Edge Binding** or **Short Edge Binding**.



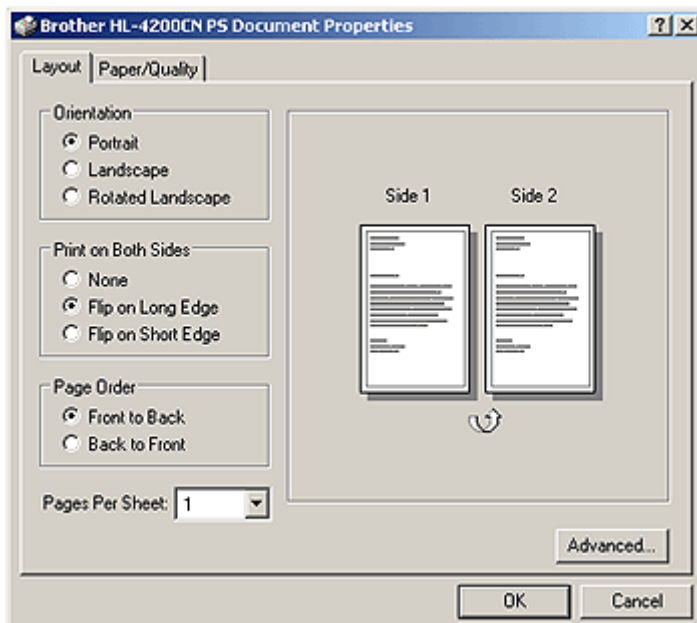
(left) Long Edge Binding
(right) Short Edge Binding

(PS driver for Windows® NT/2000)

1. From a Windows® application such as Microsoft Word, click the **File** menu and then select the **Print** option.
2. Click the **Properties** button to display the printer driver setting.

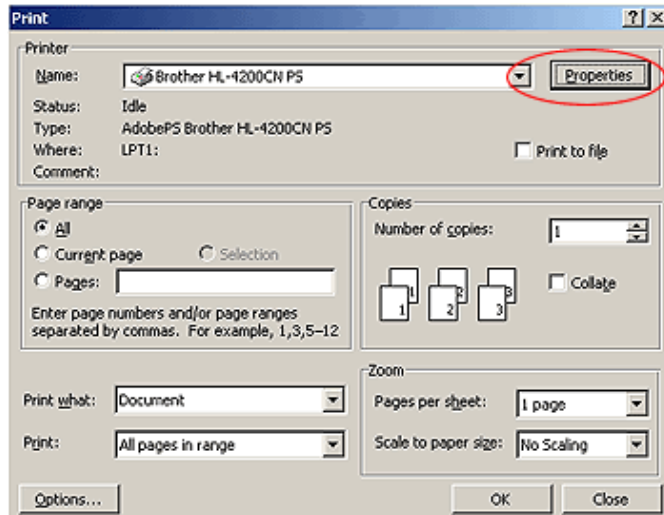


3. Select either **Flip on Long Edge** option or **Flip on Short Edge** option from the **Print on Both Sides** section in the **Layout** tab.

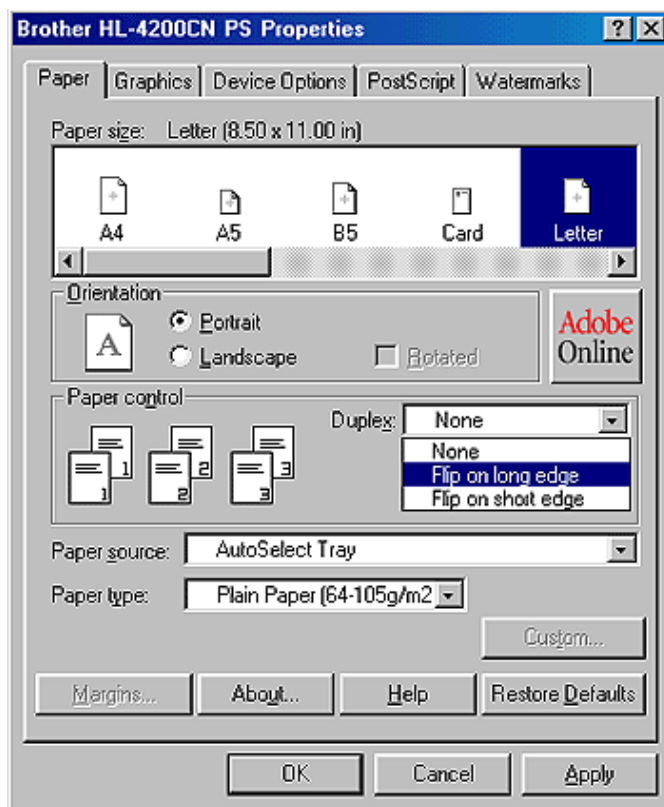


(PS driver for Windows® 95/98)

1. From Windows® application such as Microsoft Word, click the **File** menu and then select the **Print** option.
2. Click the **Properties** button to display the printer driver setting.



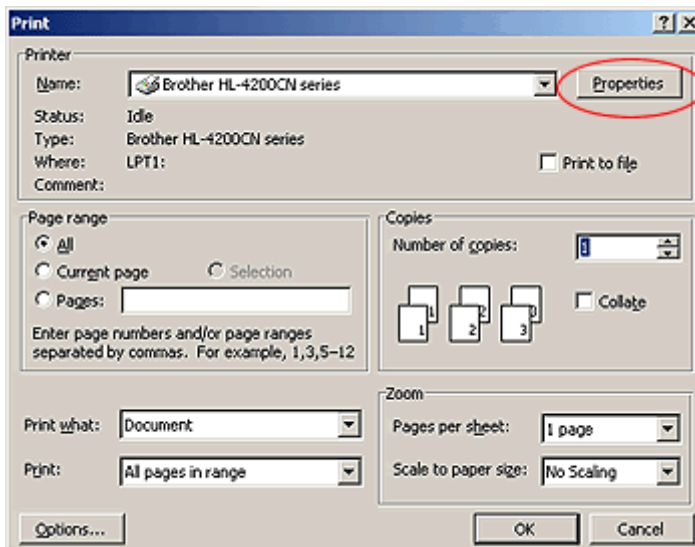
3. Select either **Flip on long edge** option or **Flip on short edge** option from the **Duplex** section in the **Paper** tab.



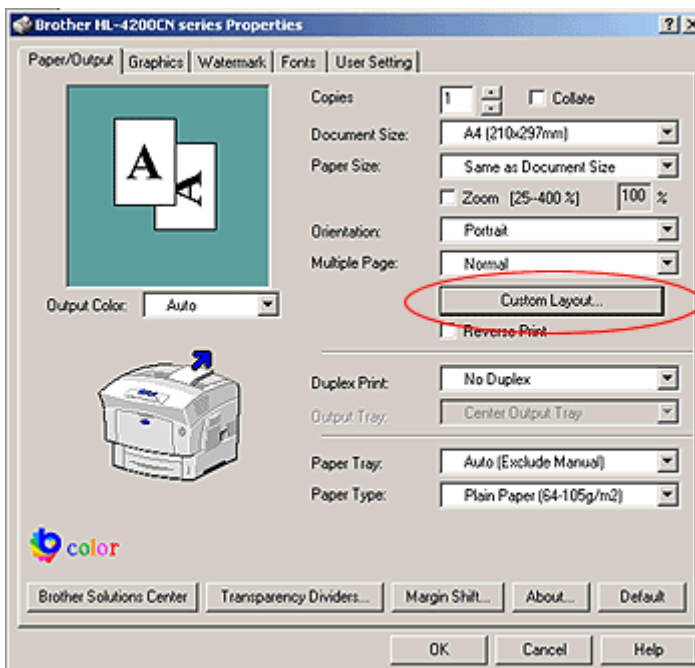
How to select the Booklet printing option:

(PCL driver only)

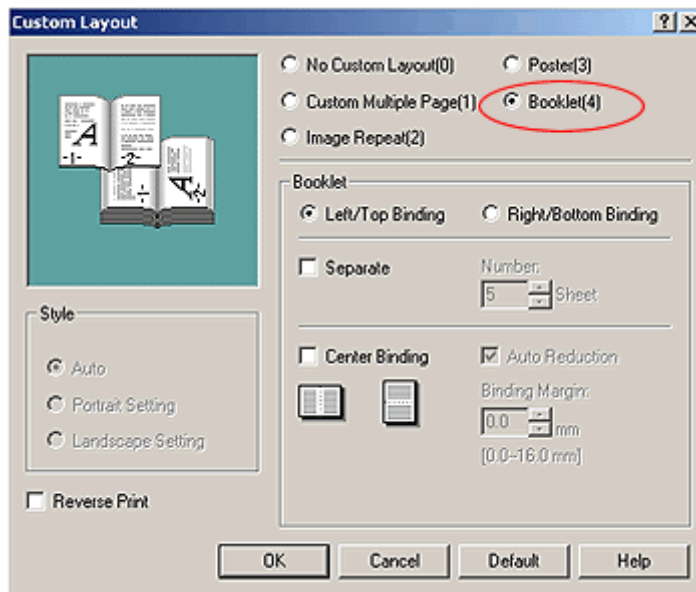
1. From Windows® application such as Microsoft Word, click the **File** menu and then select the **Print** option.
2. Click the **Properties** button to display the printer driver setting.



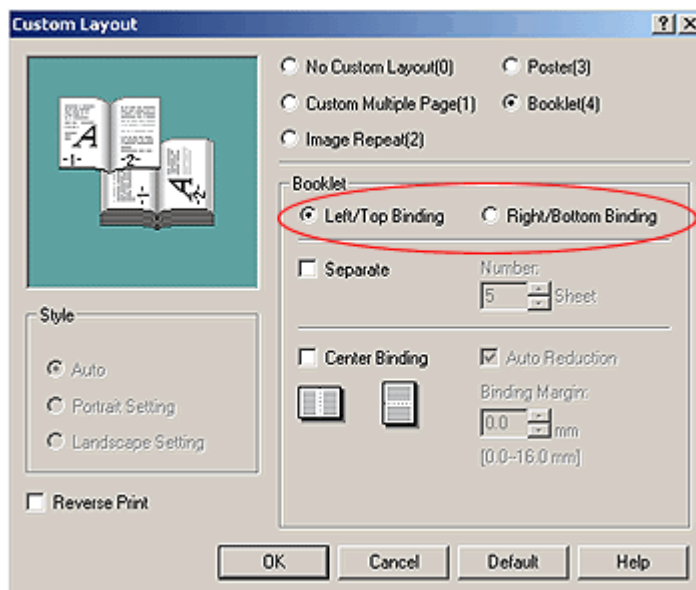
3. You will see the Brother dialogue screen. Select the **Paper/Output** tab and then click the **Custom Layout** button.



4. Select **Booklet** option.



5. Choose one of the ways you want to make the document to bind: **Left/Top Binding** or **Right/Bottom Binding**.

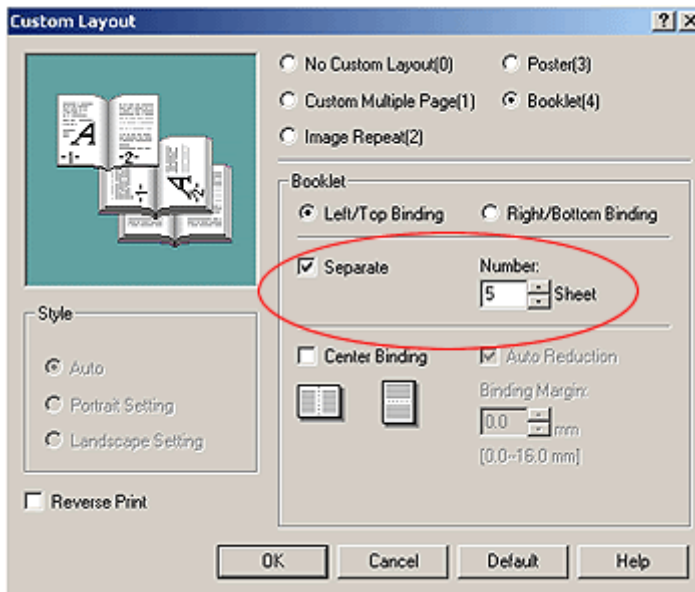


Left/Top Binding



Right/Bottom Binding

6. If you select **Separate** option, you can create a booklet for multiple pages of a document by selecting certain pages.



7. If you select **Center Binding** option, you can fold print job into half and avoid the print near the folded end being difficult to see.

