


Booklet Print



Support

Please contact us via [SmartDesk](#), e-mail [servicedesk@id.ethz.ch](mailto: servicedesk@id.ethz.ch) or by phone at +41 44 632 77 77

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Service Information and Update

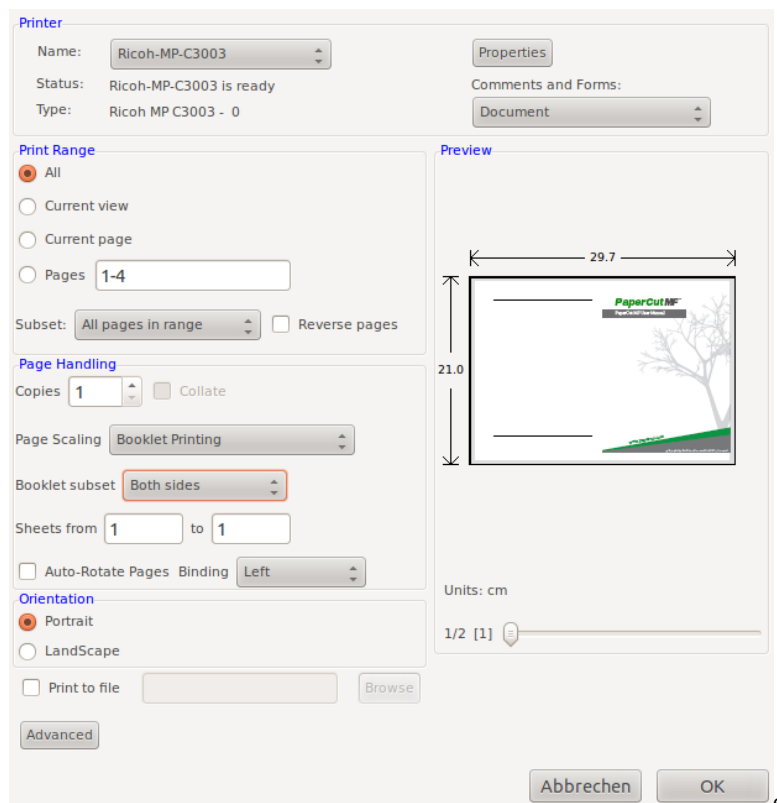
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Booklet Print

The printout of booklets is an economical way to print documents. For PDFs, this can be done relatively easily via the Adobe Reader. The problem here is choosing the right settings for duplex printing. It does however enable you to reduce costs and, above all, paper consumption.

Please note: The following instructions do not apply to printing PDFs via the web page (Web Print) www.print.ethz.ch.

The print dialogue shown here is from Linux. Windows is however similar, and the respective PostScript Printer Description file (PPD) can be found on the page [Print Service for Employees](#) under General Information\Device drivers..



Printer
Name: Ricoh-MP-C3003
Status: Ricoh-MP-C3003 is ready
Type: Ricoh MP C3003 - 0

Print Range
 All
 Current view
 Current page
 Pages: 1-4
Subset: All pages in range Reverse pages

Page Handling
Copies: 1 Collate
Page Scaling: Booklet Printing
Booklet subset: Both sides
Sheets from: 1 to 1
 Auto-Rotate Pages Binding: Left

Orientation
 Portrait
 LandScape

Print to file

Preview
Dimensions: 29.7 x 21.0
Units: cm
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Print dialogue screen of Adobe Reader

In the "Properties" menu in the upper right-hand corner, you need to change the printer settings to "short edge" (the paper is turned at the short edge when using duplex printing).

