

# CREATING FILES FOR PRINTING

## 1ST STEP: CONVERTING FILES TO PDF

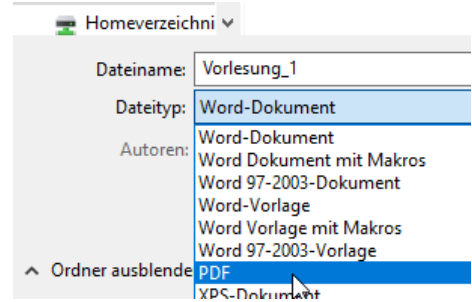
You can only print **PDF documents, JPEG and TIFF files** via **USB flash drive**.

Please **convert all other file formats to PDF** beforehand.

Example: Converting a Word file (docx):

Open the Word document on a computer and select a storage location with **Datei** → **Speichern unter** (File → Save as).

Select **PDF** as filetype beforehand.



## 2ND STEP: CREATING PDF FOR PRINTING; SEVERAL PAGES PER SHEET

Open your PDF document using the software Adobe Acrobat.

Click **Datei** and **Drucken** (File → Print).

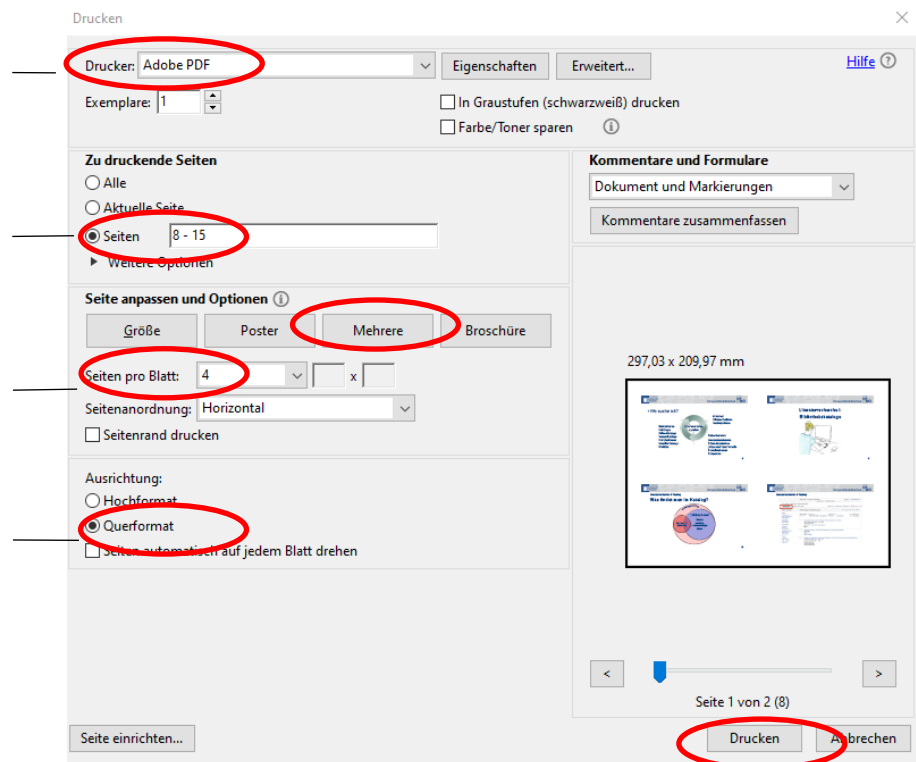
Only now you can set special print settings, not at the copier later on.

Select **Adobe PDF** as printer

Print only **certain pages** of the document  
e.g. *pages 8-15*

**Several pages per sheet**  
e.g. *4 pages per sheet*

**Portrait format or landscape format**



By clicking **Drucken** (Print) you create a **new PDF document** with the pages selected for printing and with the desired pages per sheet.

## 3RD STEP: SAVING TO USB

Save the new PDF on a **USB flash drive**.

See **PRINTING FROM USB FLASH DRIVE** for further information.