

# CREATING FILES FOR PRINTING

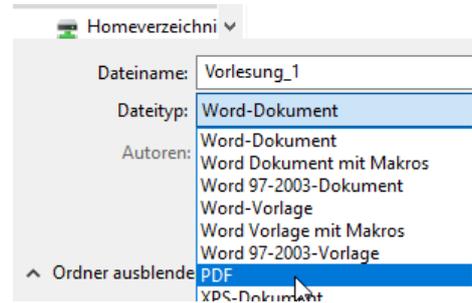
## 1ST STEP: CONVERTING FILES TO PDF

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 browser Microsoft Edge. (Right click – Open with ...)

Click on the **printer** symbol.

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

Select **Als PDF speichern** as printer

**Portrait format** or **landscape format**

**Print only certain pages** of the document  
*e.g. pages 9-16*

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

Drucken  
Insgesamt: 2 Seiten

Drucker  
Als PDF speichern

Layout  
 Hochformat  
 Querformat

Seiten  
 Alles  
 Nur ungerade Seiten  
 Nur gerade Seiten  
 9-16

Weniger Einstellungen ^

Seiten pro Blatt  
4

Speichern Abbrechen

By clicking **Speichern** (Save) 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.