

# CREATING FILES FOR PRINTING

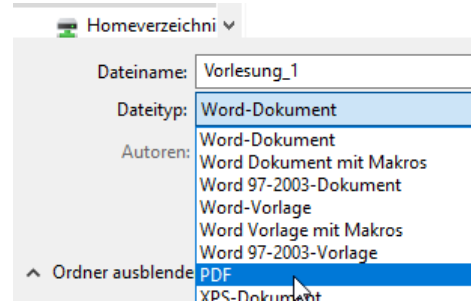
## 1ST STEP: CONVERTING FILES TO PDF

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**

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.