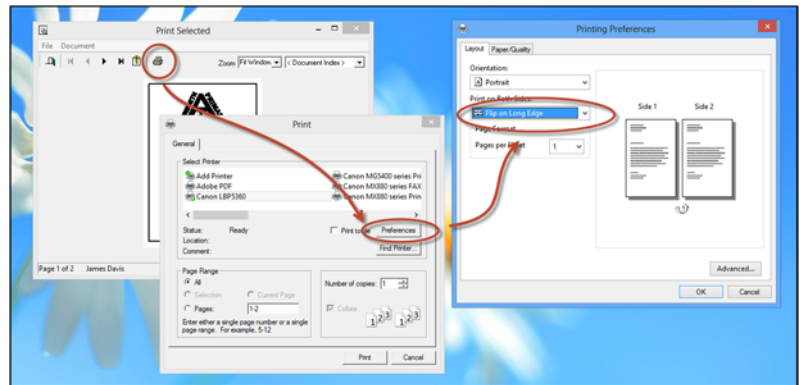


## Printing a booklet:

Modern printers/printer drivers usually have booklet printing options.

To print a booklet in ReportComplete first print preview a pupil's report, then click the small print icon to bring up the Windows 'Print Dialog'.

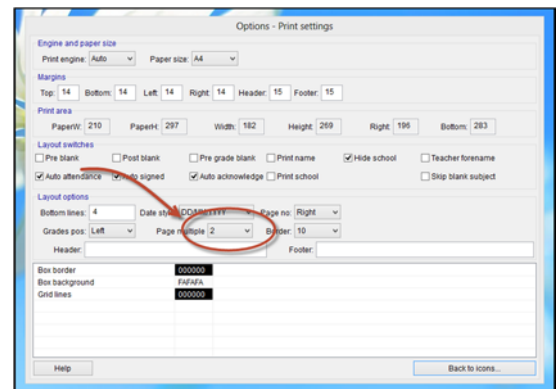
In the Print dialog click the 'Preferences' button, this will bring up your 'Printing Preferences' dialog.



The Printing preferences is usually different between printer brands, but you should be able to select two sided printing here.

If you have a variable number of pages per pupil report then you might want to force ReportComplete to an even amount of pages.

To do this click Options then Print Settings, change the 'Page multiple' to 2 (or more, for example 4 if you have 4 pages folded onto one sheet).



**Advanced:** In some cases the printer driver will not 'understand' some special printing codes that separate documents. In this case you can either check to see if you have the latest Printer driver for your printer or force ReportComplete to print each report as a separate print job:

Go to your Computer's 'Control Panel', find the selection that deals with your Printers, right click your printer and from the drop-down menu make it your 'Default printer'.

Right-click the printer again, from the drop-down menu select 'Printing Preferences' (or similar). Change it to double sided (like in the pictures above). Click 'Save' or 'OK'.

In ReportComplete click Options then 'Advanced', find the 'PrintTogether' option.

Double-click it and change the '1' (one) to a '0' (zero). Click 'OK', 'Back to icons' then 'OK'. Do a print test to see if this fixes the issue.

