



Booklets

To print in Booklet form using FinaleScript

1. **Set your printer to landscape format.** To do this, from the Start Menu, choose Settings, Control Panel, then open your Printer settings (the wording depends on the version of Windows). Right-click the desired printer and choose Preferences. Your printer software opens. Here, set the layout to landscape and click OK (exact procedure varies depending on the printer).
2. **In Finale, open the file you want to print, then, from the Plug-in Menu, choose Miscellaneous, FinaleScript Palette.** The FinaleScript Palette appears.
3. **Scroll down and double-click “Print Booklet”.**
4. **Double-click the Script Editor button .** The FinaleScript Editor appears.
5. **Follow the instructions in this script to print your score.** For example, if you do not have a printer that is capable of printing on both sides, enter // before print booklet (so FinaleScript will ignore it) and remove the // characters before “print booklet recto” and print
6. **Click Save and Close and then click the  button to print the booklet.**

To print in booklet form (manually)

1. **Select Page Setup from the File Menu.**
2. **Choose Landscape as the page orientation.**
3. **Click OK.**
4. **Check how many pages you have.** If the number of pages is not divisible by four (such as 3, 5, 6, 7, 9 etc.), add a blank page to the end of your document. This will allow for staggered printouts. See [To add a blank page anywhere in your document](#). If you have 4, 8, or 12 (etc.) pages of music, you do not need to add a blank page at the beginning.
5. **Select Print from the File Menu.**
6. **Select 2-up printing.**
7. **If you want to run the paper through your printer once and then go to a print shop and copy your 1 page originals to front and back, enter the following numbers (including commas) in the Page Range field then click print.**

Single page originals to take to a print shop

Number of pages with music	Page numbers to type
3	4,1,2,3
4	4,1,2,3
5	6,5,4,1,2,3
6	6,7,7,5,4,1,2,3
7	8,1,2,7,6,3,4,5
8	8,1,2,7,6,3,4,5
9	10,9,8,1,2,7,6,3,4,5

10	10, 11 , 11 , 9, 8, 1, 2, 7, 6, 3, 4, 5
11	12 , 1, 2, 11, 10, 3, 4, 9, 8, 5, 6, 7
12	12, 1, 2, 11, 10, 3, 4, 9, 8, 5, 6, 7
13	14 , 13, 12, 1, 2, 11, 10, 3, 4, 9, 8, 5, 6, 7
14	14, 15 , 15 , 13, 12, 1, 2, 11, 10, 3, 4, 9, 8, 5, 6, 7

*Blank pages are in **bold***

8. **If you wish to run the paper through your printer twice to have music on both sides of the paper, enter the first row of numbers in the Page Range in the Print Score dialog box.**

Double-page originals (print twice)

Number of pages with music	Page numbers to type for first side	Page numbers to type for second side
3	4 , 1	2, 3
4	4, 1	2, 3
5	6 , 5, 4, 1	2, 3 (Do not place paper with page 5 in printer second time)
6	6, 7 , 4, 1	7 , 5, 2, 3
7	8 , 1, 6, 3	7, 2, 4, 5
8	8, 1, 6, 3	2, 7, 4, 5
9	10 , 9, 8, 1, 6, 3	2, 7, 4, 5 (Do not place paper with page 9 in printer second time)
10	10, 11 , 8, 1, 6, 3	11 , 9, 2, 7, 4, 5
11	12 , 1, 10, 3, 8, 5	2, 11, 4, 9, 6, 7
12	12, 1, 10, 3, 6, 7	2, 11, 4, 9, 6, 7
13	14 , 13, 12, 1, 10, 3, 8, 5	2, 11, 4, 9, 6, 7 (Do not place paper with page 13 in printer second time)
14	14, 15 , 12, 1, 10, 3, 8, 5	15 , 13, 2, 11, 4, 9, 6, 7

*Blank pages are in **bold***

9. **Click Print.**
10. **Turn the paper over and place back in the Printer to be printed on.**
11. **Enter the second row of numbers in the Page Range in the Print Score dialog box.**
12. **Choose Print.**

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