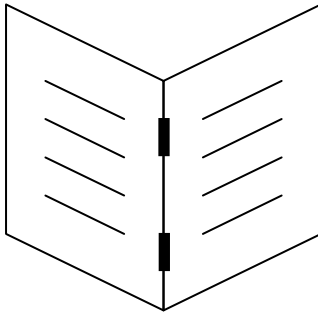


Booklet - Instructions



The PDF document you print will normally print A4, but you may wish to make an A5-page booklet with staples in the middle, as illustrated above.

To do so, you will need access to a long-arm stapler to staple the result.

1. Open the PDF in a PDF reader, such as Foxit Reader or Acrobat Reader.
2. Open the Print... dialog.
3. Choose the Booklet option, and it may be advisable to choose the option to Fit/Scale to the paper..
4. If you have a double-sided printer, you can now simply print the PDF out double-sided with 'flip on the short side' set (look in the print dialog, otherwise in the printer properties).
5. If your printer only prints on one side, you'll need to print odd pages, and after that put the paper back in the tray the other way up and print the even pages. **YOU WILL NEED TO EXPERIMENT FIRST TIME** to get it right, keeping a watch should two pages get drawn in together. Ensure it folds nicely along the centre vertical gap. Make a step-by-step note of how you did it for future reference.
6. Once fully printed, ensure the pages are in the right order one on top of the other, fold everything over to make a booklet, pressing your finger hard down along the bind; then open it again and staple it in the middle. It's best to use a long-arm stapler, but you can just about do it with an ordinary stapler.

The result should form a little booklet just as the diagram shows above.