HOW TO PRINT A BOOKLET FROM THE WEBSITE

The instructions are for **Adobe Acrobat Reader** but can be adapted for other PDF Readers
Print the **Cover** and **Interior** separately to allow for easy printing of more than one copy

Print Quality – Choose 'Best' or 'Normal' depending on the quality of your printer
To change the quality of the print –
- either change the setting in your printer software
- or print using 'system dialog' making the same selections as below. You'll find this at the bottom of 'More Settings' in the Print window

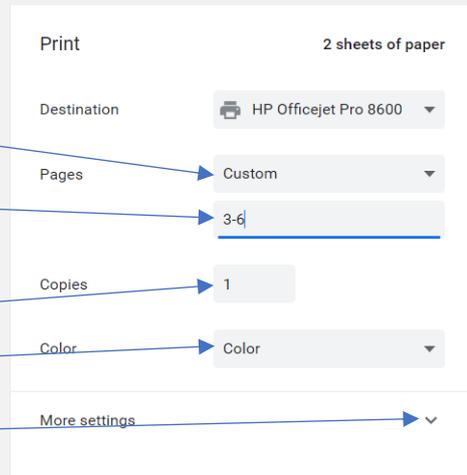| |
|---|
| 1. Click the **PRINT** version of the booklet and it will open as a PDF file |
| 2. Right click anywhere on the booklet on the screen and click '**Print…**' on the menu |

Customise the Print Window

3. Pages – select 'Custom' from the dropdown menu

4. For the **Cover** type 1-2 in the box
   For the **Interior** type 3-6* in the box
   *for Extra booklets check number of pages

5. Copies – select the number you want

6. Color – select 'Color'

7. More settings – click arrow

Print   2 sheets of paper
Destination   HP Officejet Pro 8600
Pages   Custom
               3-6
Copies   1
Color   Color
More settings

Customise 'More Settings'

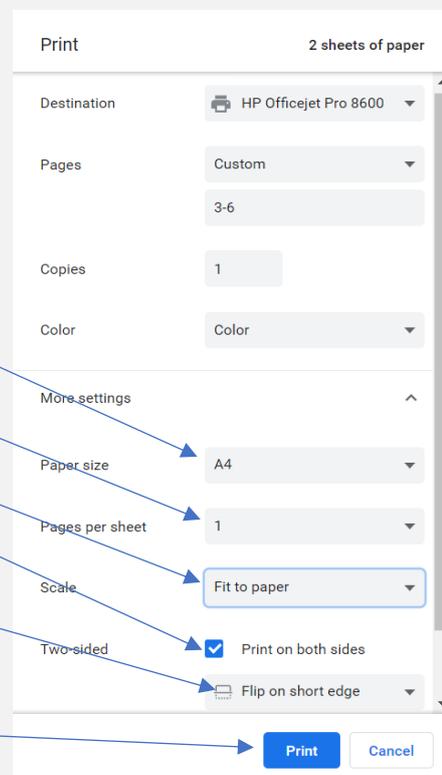8. Paper size – select A4 from the dropdown menu

9. Pages per sheet – select 1

10. Scale – select 'Fit to paper'

11. Two-sided – tick 'Print on both sides'

12. Select 'Flip on short edge'

13. Use card for the **Cover** (160 g/m^2 works well) and paper for the **Interior**

14. Click 'Print'

Print   2 sheets of paper
Destination   HP Officejet Pro 8600
Pages   Custom
               3-6
Copies   1
Color   Color
More settings
Paper size   A4
Pages per sheet 1
Scale   Fit to paper
Two-sided   Print on both sides
               Flip on short edge
               Print   Cancel

15. Fold both the **Cover** and **Interior** in half Put the **Interior** inside the **Cover** – check orientation is correct and pages are in the right order
16. Open the booklet up and staple it twice in the centre fold with a long-arm stapler Fold it again and you have your booklet