## How To Assemble Your Booklet MiniGUIDE

This MiniGUIDE is designed to be printed and compiled into a compact A5 booklet using two-sided printing on A4 paper. To achieve this the pages in the document have been arranged in page pairs which means that when you first look at it you may think all the pages are in the wrong order. However, if you follow the instructions here carefully then you should be able to assemble a booklet with pages printed on both sides, folded in the middle, with a single staple down the spine and through the cover to hold it all together.

The conventional page order you expect when reading a 16 page A5 booklet is shown in Figure 1. The page pairs required to achieve this are shown in Figure 2. Some Rockfax MiniGuides have more than 16 pages and some have fewer. They have all been created in proper page pairs so don't despair if your MiniGuide page 16 isn't opposite your MiniGuide page 1. Just follow the instructions carefully and it should all work out in the end. There may occasionally be completely blank A5 pages opposite MiniGuide page 1 and MiniGuide page 2.

MiniGuide downloads are in PDF format and require Adobe Acrobat (or similar) to view or print. A further complication is that this PDF document has its own page numbers relating to each A4 spread. Typically PDF Page 1 is this page of instructions; Page 2 the cover; etc. We will refer to these as PDF pages and they are the important ones used in the instructions below.

## Printer Settings

> Choose Landscape printing on a Good quality colour setting.
$>$ Initially print at full size ( $100 \%$ ).
> Uncheck options such as as Shrink oversize pages to paper size.
> Select any options to Maximize printable area.
> Select any options to Center printable area.

## Printing the internal booklet pages

$>$ In Acrobat choose 'Print' and select to print pages - From: '3' to 'the last page'. > If you have a single-side-only printer, select the option - Subset: 'Odd pages only'. (If you have a two-sided printer then you can probably just print everything from PDF page 3 to the end however check it is working by just printing PDF page 3 and 4 first). > Once you have printed all the even PDF pages, keep the stack carefully in order and feed the first sheet (PDF page 3) into the manual feed tray of your printer. You will have to guess orientation and which way up the paper needs to be fed.
$>$ Next print page 4 only, ensuring you select 'manual feed tray' for paper feed.
$>$ Assuming you have got the orientation right you can then print the rest of the 'even' PDF pages one at a time through the manual feed tray.
> It is possible to print all the 'even' PDF pages (PDF pages 4, 6, 8, etc.) at once however this is very prone to errors so we advise that you don't do this unless you know what you are doing.


## Printing the Cover

$>$ Use some stronger card - 150gsm or more.
$>$ Print PDF page 2, feeding through the manual feed. There is no reverse side.

## Assembling

> Stack the pages together and fold them down the middle.
$>$ Test that you have the pages in the correct order (as in Figure 1).
$>$ Wrap the cover around the pages.
> Either staple the spine (you will need a strong stapler) or use a plastic binding clip available from stationary shops.

## Problems

$>$ With some printers (especially HP) it is difficult to get the pages to centre properly. Check the Rockfax web site www.rockfax.com/publications/ for a solution.

