

# INSTRUCTIONS FOR PRINTING & BINDING



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# About booklets

**Booklets** are documents with multiple pages arranged on sheets of paper in such a way that, when folded, present the correct page order. The first page prints on the same printed sheet as the last page, the second page on the same sheet as the second-to-last page, and so on.

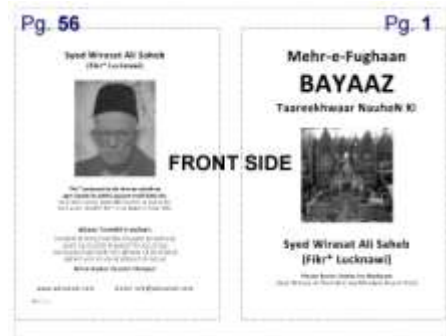
This is illustrated in the table below (showing all 14 sheets for this 56 pg booklet).

## HOW PAGES ARE ASSIGNED TO SHEETS IN THE PRINTER

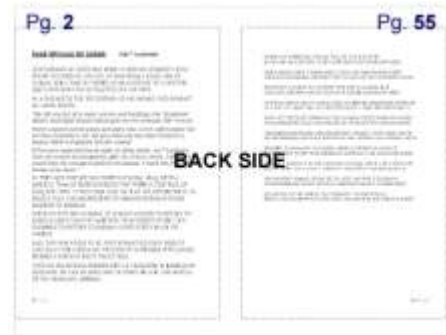
| Page Number in pdf |       | Printed on sheet no. | Side of Sheet |
|--------------------|-------|----------------------|---------------|
| Left               | Right |                      |               |
| 56                 | 1     | Sheet 1              | Front         |
| 2                  | 55    |                      | Back          |
| 54                 | 3     | Sheet 2              | Front         |
| 4                  | 53    |                      | Back          |
| 52                 | 5     | Sheet 3              | Front         |
| 6                  | 51    |                      | Back          |
| 50                 | 7     | Sheet 4              | Front         |
| 8                  | 49    |                      | Back          |
| 48                 | 9     | Sheet 5              | Front         |
| 10                 | 47    |                      | Back          |
| 46                 | 11    | Sheet 6              | Front         |
| 12                 | 45    |                      | Back          |
| 44                 | 13    | Sheet 7              | Front         |
| 14                 | 43    |                      | Back          |
| 42                 | 15    | Sheet 8              | Front         |
| 16                 | 41    |                      | Back          |
| 40                 | 17    | Sheet 9              | Front         |
| 18                 | 39    |                      | Back          |
| 38                 | 19    | Sheet 10             | Front         |
| 20                 | 37    |                      | Back          |
| 36                 | 21    | Sheet 11             | Front         |
| 22                 | 35    |                      | Back          |
| 34                 | 23    | Sheet 12             | Front         |
| 24                 | 33    |                      | Back          |
| 32                 | 25    | Sheet 13             | Front         |
| 26                 | 31    |                      | Back          |
| 30                 | 27    | Sheet 14             | Front         |
| 28                 | 29    |                      | Back          |

## HOW THE FIRST SHEET IS PRINTED BOOKLET STYLE

FRONT OF FIRST SHEET  
(CONTAINING PAGE 1 & PG 56)



BACK OF FIRST SHEET  
(CONTAINING PAGE 2 & PG 55)



FIRST SHEET FOLDED



Each page is automatically centered on the sheet, and is scaled (shrunk) to fit the printable area. When you collate, fold, and staple the double-sided pages, the result is a single book with correct pagination. These instructions are for 2-up saddle-stitched booklets, where two side-by-side-pages, printed on both sides, are folded once and fastened along the fold.

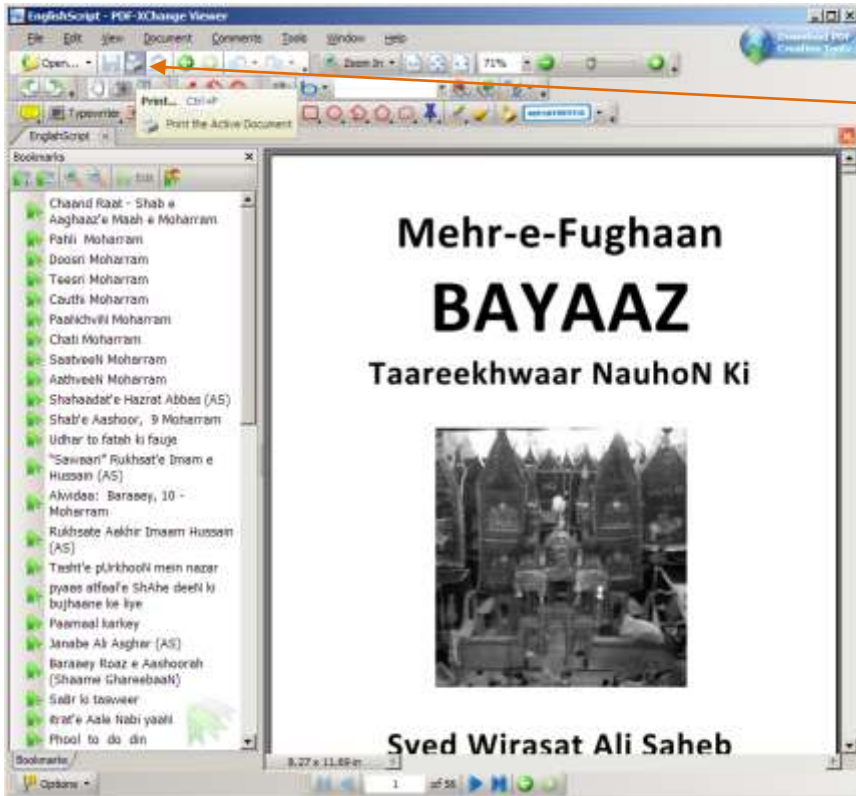
# Printing booklet from .pdf file

Open the print menu on the pdf reader.

Go to the File drop-down menu, click on "Print" and select the right printer from your drop-down menu.

- or -

Click on the 'printer' icon on the menu bar.



Click on the Print icon.

The pdf reader will display the Print dialog box with default settings.



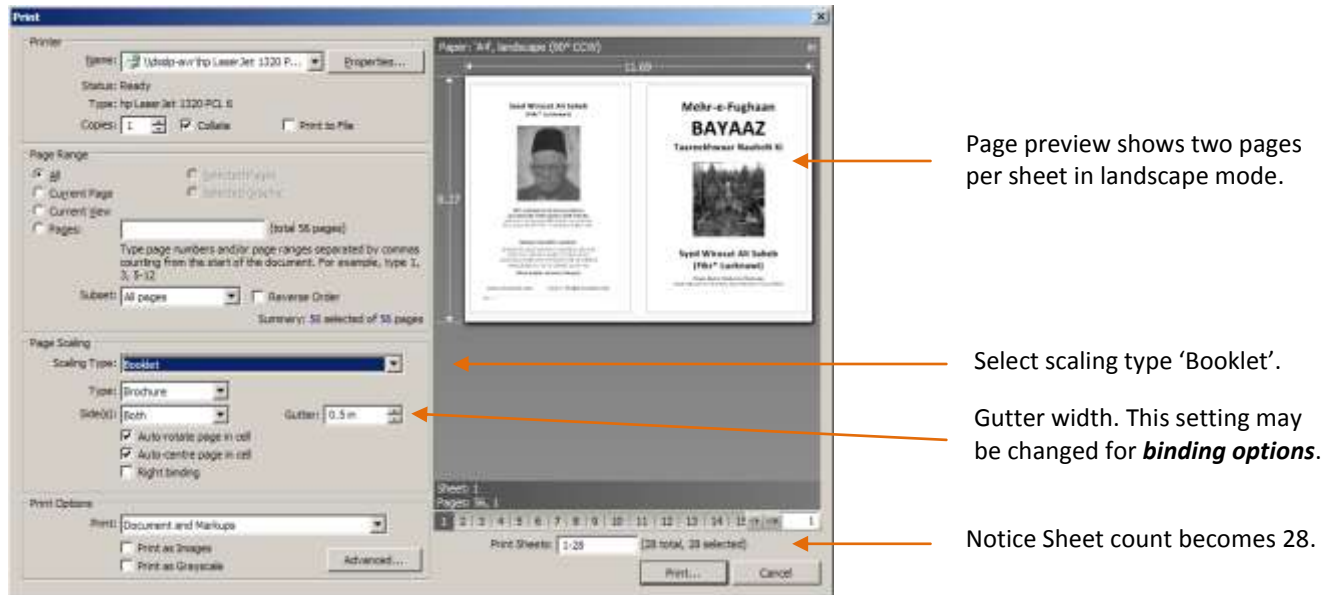
You can change the paper size and other settings using the properties menu.

Page preview shows full page.

Scaling type selected is shown as 'None'.

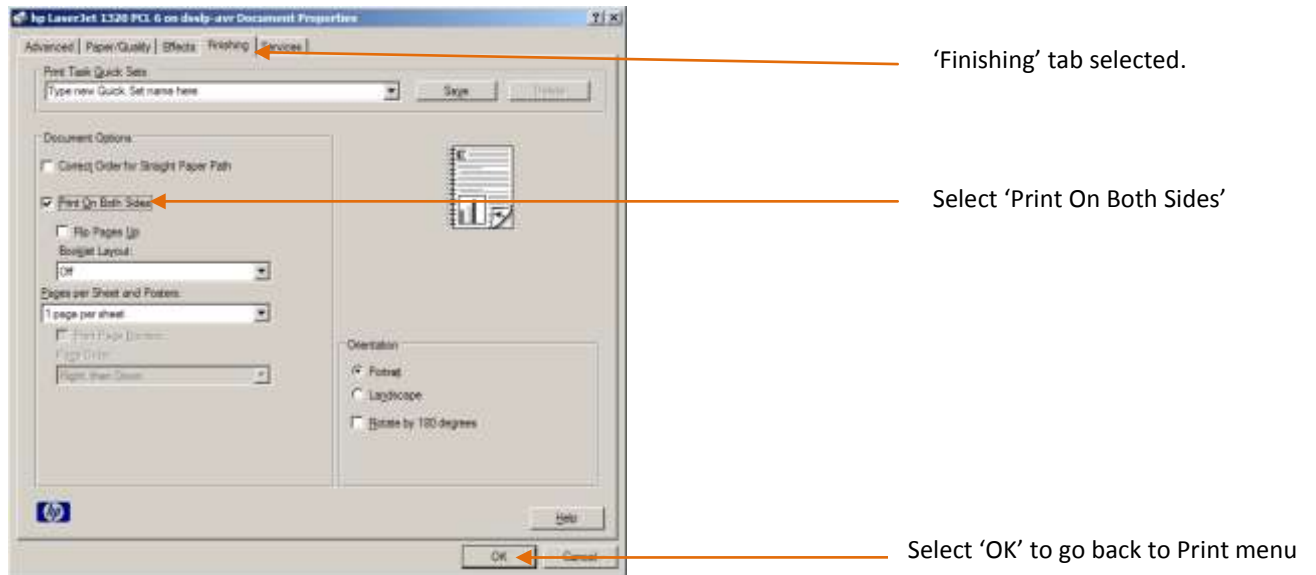
Notice Sheet count is 56 here.

Choose "Booklet Printing" under the Page Scaling section.  
 All other settings can be as shown below.



If you have a **DUPLEX** enabled printer click on the properties button (in the above screen) and select the 'finishing' tab to see menu below:

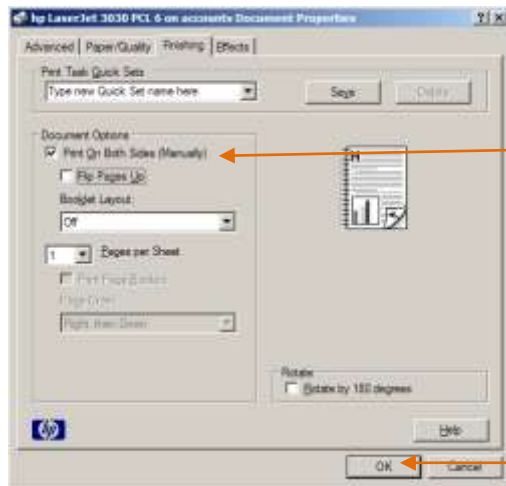
*(If your printer is not DUPLEX enabled, see next page).*



Click on 'Print' in the print menu screen – the Bayaaz will print automatically on both sides of 14 sheets of paper.

## If your printer is not DUPLEX enabled.

Manual duplex printing requires two separate printing passes: one to print the front side, and another to print the back side.

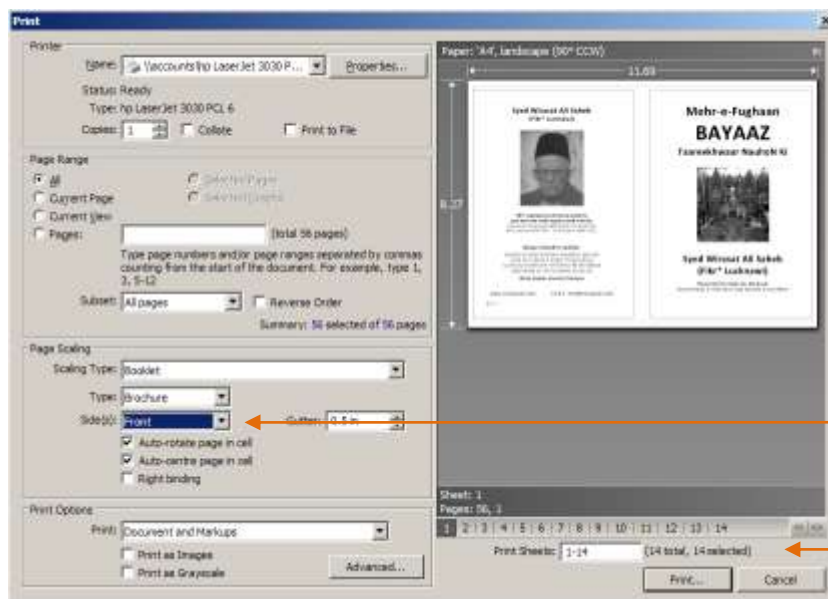


Select 'Print On Both Sides (Manual)'

Select 'OK' to go back to Print menu

In the "Booklet subset" pop-up menu, choose "Front side only" or "Back side only" if you want to print only one side of each sheet of paper.

In the "Booklet subset" pop-up menu you must elect to print the front-sided pages first--your printer will choose and print the appropriate pages automatically.



Select 'Front' from Side(s) drop-down,

Notice Sheet count becomes 14.

These options let you print a booklet on a printer that can't print double-sided. You can print the front sides of all the pages, put the paper back into the printer, and then print the back sides.

After the front sides have been printed, you will have to turn the papers over and print the back-sided pages of these 14 sheets to manually print the back of the sheets.

## Turning the paper over for Manual duplex printing

Easy solution, put an X on the bottom of the paper face up and put it into the paper tray so that it is visible and closest to you. Print something out and when it prints, check the orientation of the X with the print. This will tell you how the paper feeds through the printer so that you will know how to put them back in.

-or-

Print a line of text, then put it back in the printer and print a different line of text.

Repeat until you get 1st line on one side and then the 2nd on the other side the right way up. Try different ways to turn or flip the paper.

Then when you get that right, remember which way round you had to turn or flip the page, then you should be ok.

Use a new piece of paper for each attempt or you will get confused.

## Binding Instructions

Fold the paper down the centre to make your booklet.

There are three options to make the booklet.

1. Staple down the middle. You will need a long-necked stapler for this. Use 3 – 4 staples.
2. Hand Stitch down the middle. You will need to make 6 to 8 evenly spaced holes and stitch using strong thread.
3. Fold the booklet and staple 0.5 cm in from the spine. This method does not allow the booklet to open very freely and it is recommended that the 'Gutter width' be set to .8" (or 2cm) in the print menu.

Once the above step is done, a strip of paper can be pasted along the spine for neatness and additional strength.

## Tips & Warnings

If available, use a thicker paper for the first page as this will be the cover of the booklet.

Experiment with positioning the printable areas as much as possible before actually printing. Otherwise you can wind up with a lot of mistakes.

If you choose to print your front-sided pages first and then your back-sided pages, you may have to turn and reorder your pages before printing the back-sided pages.

Check your printer manual for detailed help.