

Tips for producing 'Top Tips' from the pdf file.

The finished booklet is A5 in size comprising 16 pages and is laid out in two-page spreads in the right sequence, so that if printed out on four sheets of A4 paper, back to back (double sided, landscape) it can then be folded in half to read as a booklet. A single staple will then be adequate to hold everything together.

If you have a printer that can print on both sides, you should have little difficulty, provided you have set-up the printer correctly (see below).

If you can only print on one side, this is still possible but rather more laborious as you will have to print firstly alternative sheets, then turn over the set and print the remaining alternates on the other side.

If you have very little experience of printing out, it might be better to put the file on a memory stick (or email it to) a high street Print Shop, who should have no difficulty in printing and binding the booklets for you in sufficient quantity for your needs. This course would probably be best for anyone needing more than say, thirty copies.

If you want to print it, the following points may be useful.

Double sided printers:

- set the printer to 2 sided printing
- set to landscape format (sometimes that's done by setting 'short edge binding')
- set to 'full size'
- use a paper sufficiently thick/opaque so that you cannot 'read through' the other side
- select the number of copies you need (in this first case 1)
- do a test run of 1 copy of 'sheets/pages 1-2'

You should then have the first sheet printed on both sides with pages 1,16, 2 and 15, all the same way up. When folded, the front page should be centred on the paper. If it is not, you may have to alter the printer settings from 'full size' to 'fit'. Similarly, if something else is not right, you will need to experiment with your printer settings or consult a handbook until the problem is overcome.

Once you have printed the first sheet successfully, you can move on to test-print the full booklet. The only change you have to make to your printer settings is to change the page selection from '1-2' to 'all'. The 4 sheets of the whole booklet should now print out in sequence so that you can pick them up and simply fold in half to make the booklet. If that is OK, carefully keep to the same settings and begin your main print run, changing the number of copies to what you require.

Single sided printers

Follow the same procedure as for the double sided printer to produce your first test, but in this case selecting 'page/sheet 1' only. This should produce the spread of booklet pages 1 and 16 only, which you can check for size and positioning on the paper in exactly the same way. If that is successful do the second test of 1 copy of 'pages/sheets 1,3,5,7'. Then take the four printed sheets and turn them over together as one, horizontally left to right, and replace them in the paper feed tray. Then print 1 copy of 'page/sheet 2,4,6,8'. you should then be able to fold the pages together to produce the 16 page booklet, with all the pages the right way up and in the right order.

If at this stage you are tearing your hair and threatening to throw the printer out of the window, it might be best to take the job to your High Street Print Shop! If on the other hand all is well, you can now commence the main print run. Keeping carefully to the same printer settings, first print the required quantity of pages 1,3,5,7. Then turn the stack over, horizontally as before, replace in the paper feed tray and print pages 2,4,6,8. It may be advisable to divide the print run into manageable chunks, depending on the size of your paper feed tray. Watch out for the printer picking up more than one sheet when doing the second run! If it does, chaos will ensue and all the remaining sheets will be out of sequence.

Binding

If you have or can borrow a 'long arm stapler' do so. Otherwise a normal office stapler will do the job. One staple is probably enough.

First fold each set of 4 sheets carefully in half and press firmly along the fold to make a visible crease.. Open the sheets out flat with the outside uppermost. Position the stapler half way along the fold, carefully on the line of the fold and staple. Fold again to the finished form.

With a normal office stapler, open the stapler out to the flat position, place the folded sheets with the outside uppermost on a pad of Bluetack or something similar and push the staple carefully through the paper, on the line of the fold into the Bluetack. Turn the paper over and with either a small knife or screwdriver, press the protruding ends of the staple firmly down into place.

Take care not to puncture yourself and thus leave bloody fingerprints on an otherwise immaculate result!