

TIPS ON PRINTING A PAPER HARDCOPY OF THE *BSG BULLETIN*

These tips are for printing on a domestic type printer which can only print on one side of the paper. They have been tested on a Hewlett-Packard Deskjet 6000 series printer.

An A5 booklet can be printed on A4 paper with two booklet pages per A4 sheet.

The *Bulletin* can be printed from either the on-screen .pdf file or from the downloaded and unzipped .zip file. To avoid problems with interrupted internet connections, it is recommended that you download and unzip the .zip file. It can be deleted once the Bulletin has been printed.

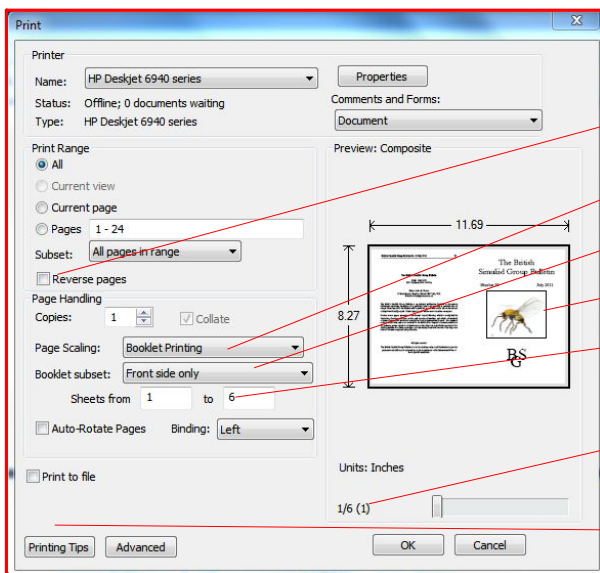
Instructions

Load your printer with A4 paper (80gm weight recommended), and select orientation as 'Landscape'

Open the file in Acrobat® or Acrobat Reader®

To Print the whole *Bulletin*

Fig. 1



First Pass

Make sure that the following settings are made.

Reverse Pages box - leave un-checked

Page Scaling - set to 'Booklet Printing'

Booklet sub-set - Set to 'Front side only'

The front and back covers of the Bulletin should appear in the little window.
Sheets should show 1 to 6

Leave all other settings unchanged.
Should show 1/6(1)

Tips on how to print a booklet can also be found under 'Printing Tips'. Go to - Basic printing Tasks, Print a Booklet.

Go to the 'File Menu' and select 'Print' The Print Box should show as in Fig. 1
Make sure that there are at least 6 sheets of paper in the printer tray, then press 'OK'
The front side of all sheets of the booklet should now print out.

Second Pass - back of sheets

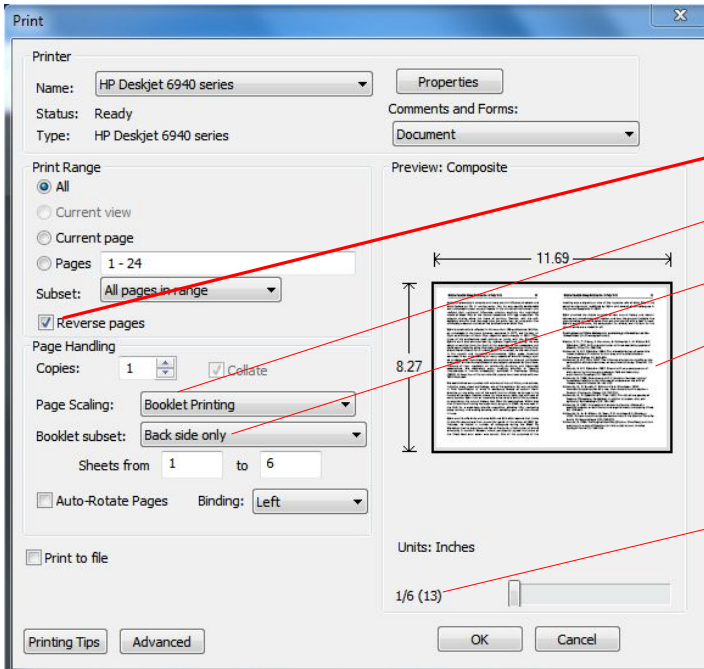
Do not change the order of the sheets, and replace them into the paper tray.
Go to the 'File Menu' and select 'Print' - The 'Print' Box should appear as before.
This time change the settings as shown in Fig 2.

Important Note

If your printer has a tendency to feed in more than one sheet at a time when doing a second pass, then you should feed in the sheets manually one at a time.

Remove all paper from the paper tray, then feed in the sheets one at a time from the top of the sheets from the first pass.

Fig 2.



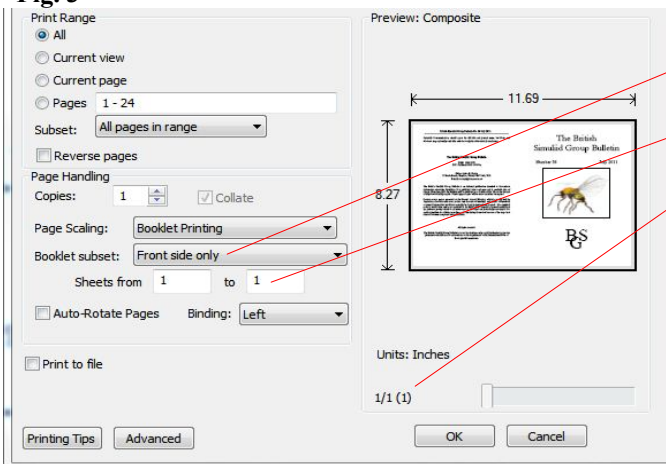
Second Pass
Make sure that the following settings are made.
 Reverse Pages box - **check - ✓ IMPORTANT**
 Page Scaling - set to 'Booklet Printing'
 Booklet sub-set - Set to **Back Side only**
 The center pages 10 & 11 of the Bulletin should appear in the little window.
 Leave all other settings unchanged.
 Should show 1/6(13)

Press OK and the back of the sheets should print. If there may be a problem over your printer loading more than one sheet at a time, feed in the sheets one at a time.

To Print only the Cover Sheet

If you wish to use a thicker paper for the cover, such as 100g or 120g, you will need to print a separate cover sheet.

Fig. 3



First Pass - Front side.
 Open the Print dialogue as in Fig. 1
 Check that Booklet Subset shows Front side only
 Set Sheets to 1 to 1
 The numbers above the OK Button should change to 1/1(1)
 See Fig 3

Print the sheet and replace in the paper tray

Second Pass

Set the print instructions as for the first side except that:

Booklet subset = Back side only

Sheets from 1 to 1 Numbers above OK Button should change to 1/1(23)

Press OK to print second side.

Good luck!