

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 Hewlet-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.

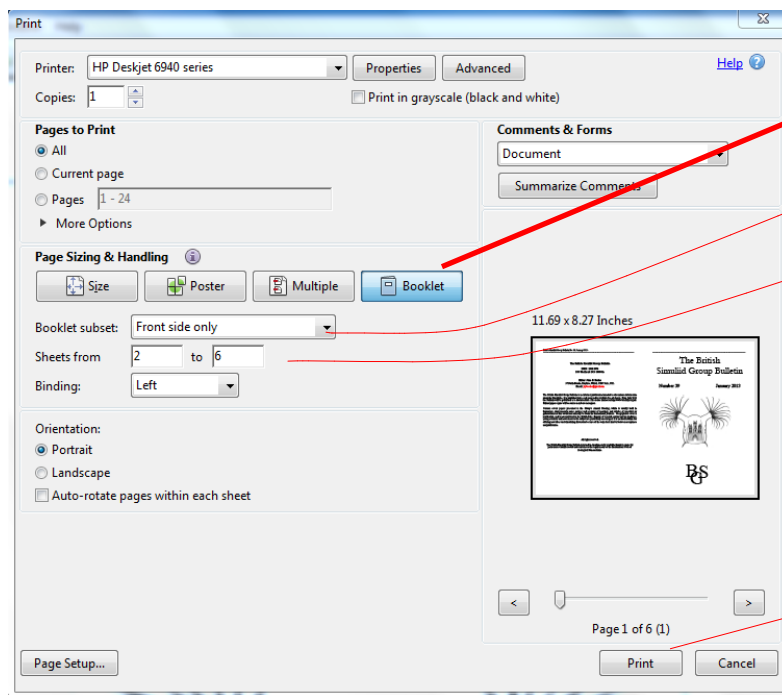
Instructions

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

Open the file in Adobe Acrobat® or Acrobat Reader®

If you have Adobe Reader XI (2012) or later (for earlier versions see below)

Select Print from the File Menu. The following box will appear:-



First Pass

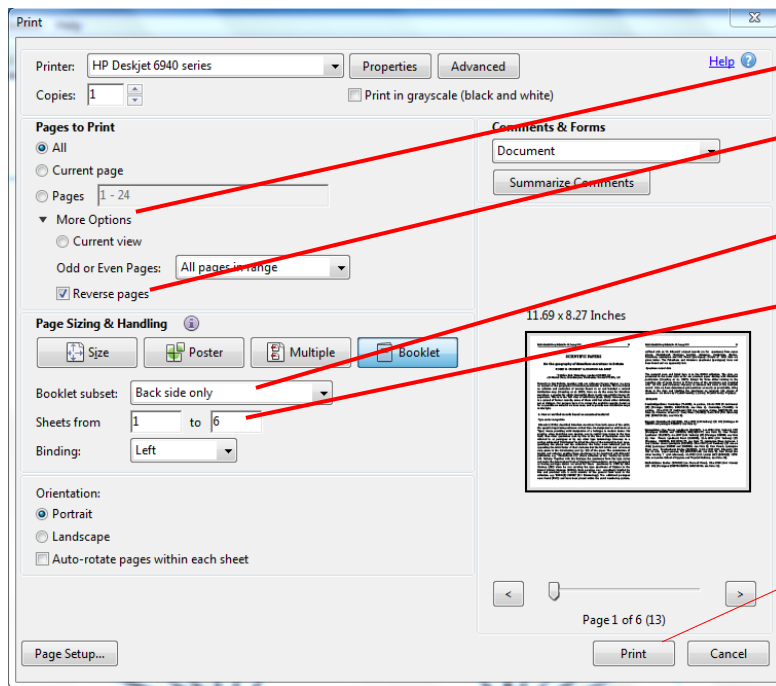
1. Press Booklet button
2. Select Front Side only
3. To print without the cover, select sheets 2 to last sheet (the cover is sheet 1). To include the cover select sheets 1 to last
4. Press Print to print

Second Pass

Place the printed sheets in the paper tray without changing the order.

NOTE If your printer has a tendency to load several sheets at a time feed the sheets in singly.

Change the print settings as follows:



1. Click on More Options
2. Check the Reverse Pages box
3. select Back side only
4. To print without the cover, select sheets 1 to last sheet minus 1 (the cover is now the last sheet). To include the cover select sheets 1 to last
5. Press Print

To Print only the Cover page

First Pass

1. Select Front side only
2. Set Sheets from 1 to 1
3. Print

Second pass

Place printed sheet in the paper tray

- 1, Select Back side only
2. Select Sheets 1 to 1
3. Print.

If you have an earlier version of Acrobat Reader

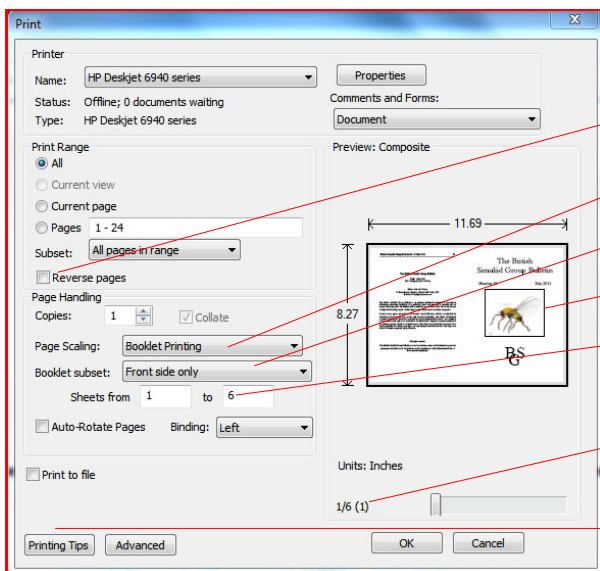
To Print the whole *Bulletin*

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.

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)

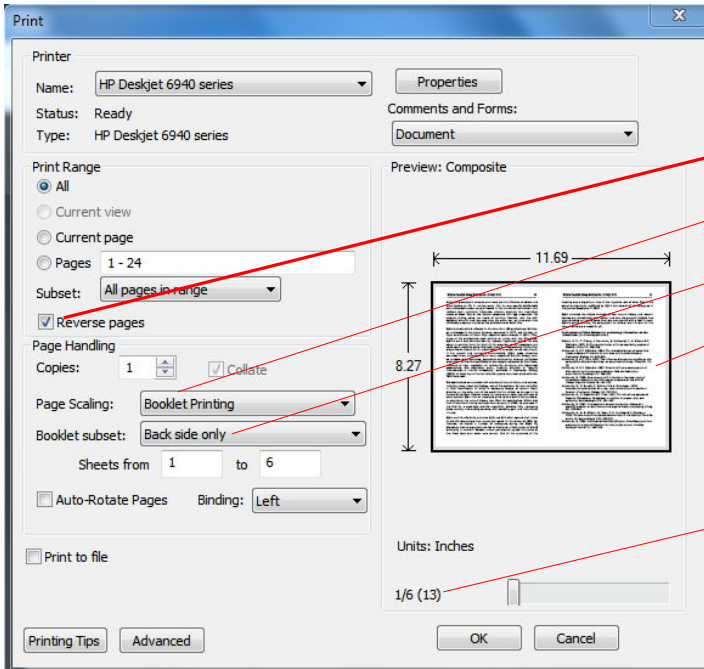
Tips on how to print a booklet can also be found under 'Printing Tips'. Go to - Basic printing Tasks, Print a Booklet.

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.



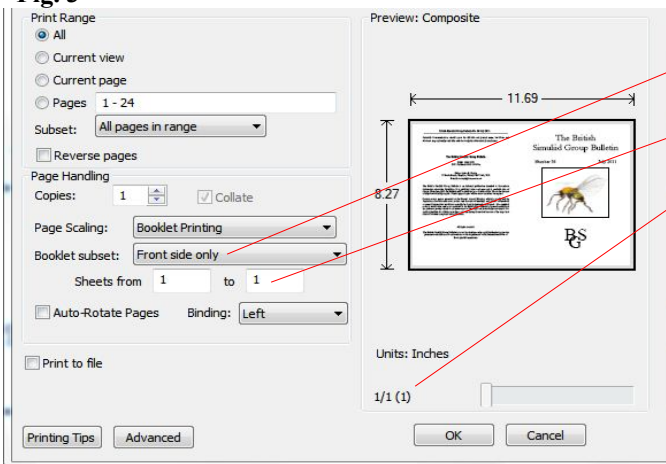
Second Pass
Make sure that the following settings are made.
 Reverse Pages box - **check - ✓ IMPORTANT**
 Page Scaling - set to 'Booklet Printing'
 Booklet sub-set - Set to **Back Side only**
 The center pages 10 & 11 of the Bulletin should appear in the little window.
 Leave all other settings unchanged.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