

printer smoothly. Then load them into the feed tray **without** turning them over.

This time you **do** want the last sheet to print first. Look at the print dialogue box and make sure that things are set up so that this will happen. Then print.

If you would like a high quality cover, feed one sheet of photographic paper into the printer and press the “print this file on photographic paper” tab.

### **Binding your books**

How you do this is up to you. A4 versions fit neatly into a standard ring binder. Many will take more than one Quicklook book at a time.

You can staple an A4 book easily down the left hand edge, or use one of the various edge binding systems.

The A5 book format is ideal for easy binding. Find a large, office style, stapler. Insert two staples in the centre of the spine. Then fold.

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## **Quicklook printing guidelines**

### **General**

Printers vary. The instructions for your printer will enable you to make good prints in the size and format of your choice.

Some printers have special features making it easy to print double sided (“Duplex” printers).

You do not need an expensive printer to produce a good printed book. The guidelines set out below will help you to do this even if you have a simple printer.

### **Single sided printing**

Just select the format that you want- either A4 or A4 large print, press “Print this file” and let your printer do the rest. Make sure that you have plenty of paper loaded!

If you run out of paper half way through the job, most printers will let you restart from where you left off.