

Congratulations

If this test print booklet has printed so that you can read it like a book, you are now set up to repeat the process for a full Quicklook book. You may want to keep your print of this note for future reference.

If this has printed with pages 2 and 3 upside down, consider whether you turned the page over correctly (a 180° forward somersault). You may want to give this one more try.

If pages 2 and 3 printed before pages 1 and 4, this is because of the way your printer loads sheets for printing. When printing books, press the lower “Print this file” first.

Make a note of how you produced this document as a four page booklet, with the pages 1-4 readable like a little book. You will need to turn the sheets in the same way when you print your book.

Double sided printing –standard printers

Press “Print this file”. The first half of the book can then be printed.

Remove the printed sheets. They will be “hot off the press”. Make sure that the ends of the sheets are straight so that they will feed into the printer smoothly.

Turn the pages over just as you did for the printing of this booklet. Put the sheets back in the printer and press the second “Print this file” tab. The rest of your book can be printed.

The A5 book format option prints on A4 paper with two pages per sheet, just like the pages that you are reading now. There is an extra option here. 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.

Double sided printing- somersault printers

It is important to print the sheets in the right order. You want the cover to print first. Look at the pages on screen before printing. You will see that the cover is set up to print first. Make sure that your printer is not set up to print the last sheet first. Look at the printer dialogue box- you may need to click the “Properties” tab. Make sure that any instruction to print the last page first is cancelled- there is probably a check box for this.

Print the first half of the book. Take the sheets from the exit tray. They will be “hot off the press”. Make sure that they are straight and will feed into the printer smoothly. Then load them into the feed tray **without** turning them over.