

# The How To

Of Put these Amazing Booklets Together?

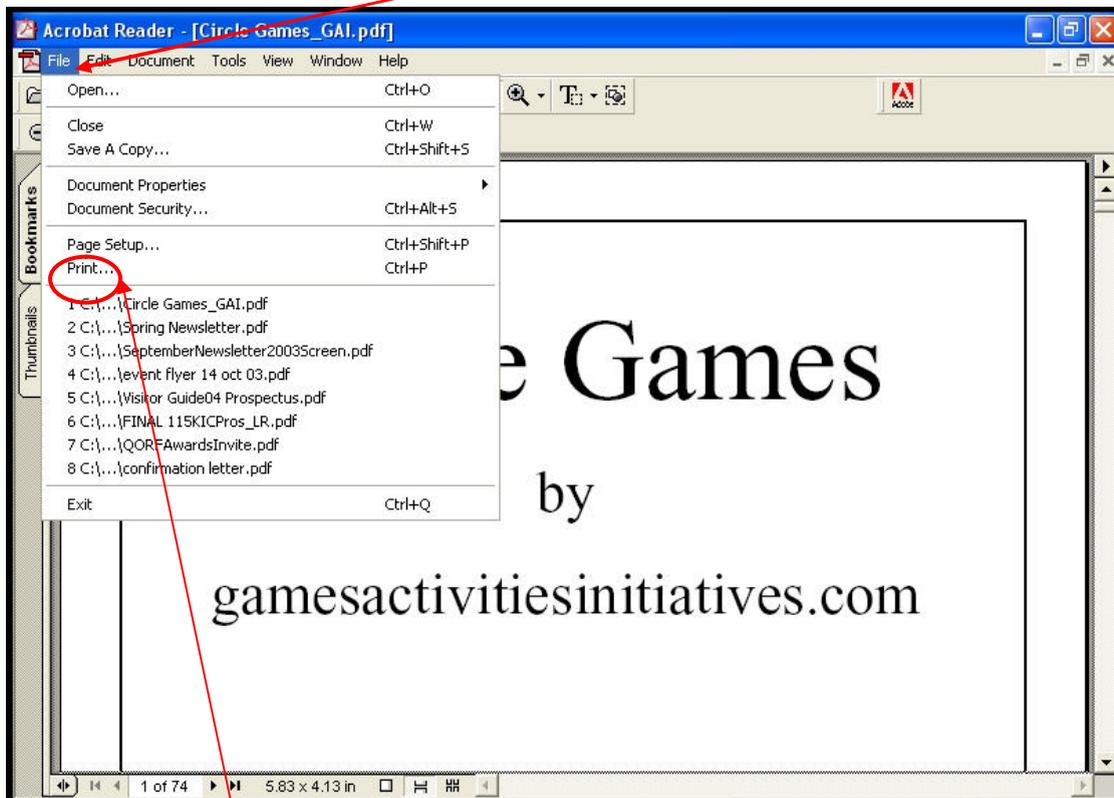
These booklets will help you to deliver new and exciting games, which aren't always seen in the industry. However, if you don't print them out the way they were design they'll become a pain in the neck and you won't want to use them...so If you follow the explanation below, you will firstly get your moneys worth and secondly you'll have these booklets for a long time to come.

## 4 Simple Steps to Booklet Magic (you will be a compute wizz in no time)

### Step 1

First things first, open one of the booklets in the PDF format.

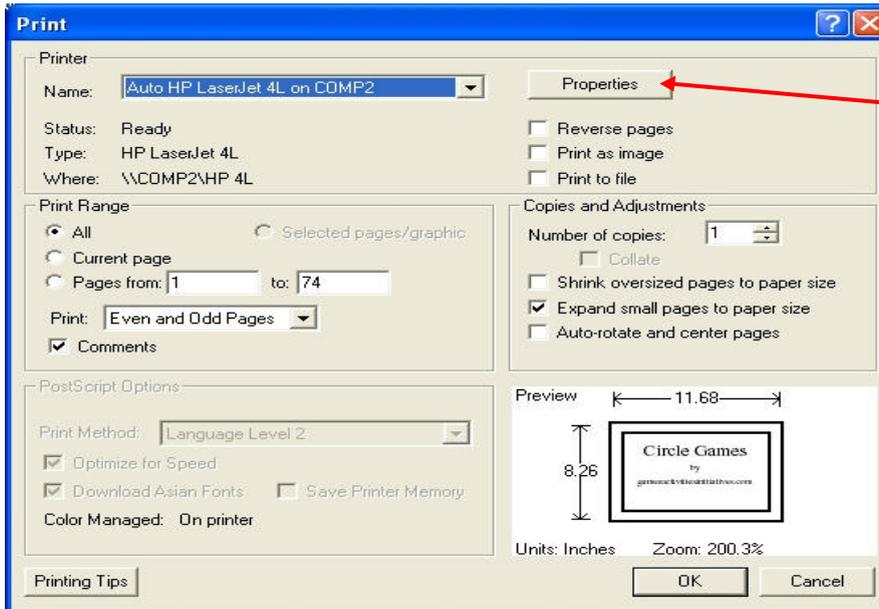
Then Click on the drop down "File" menu (as shown)



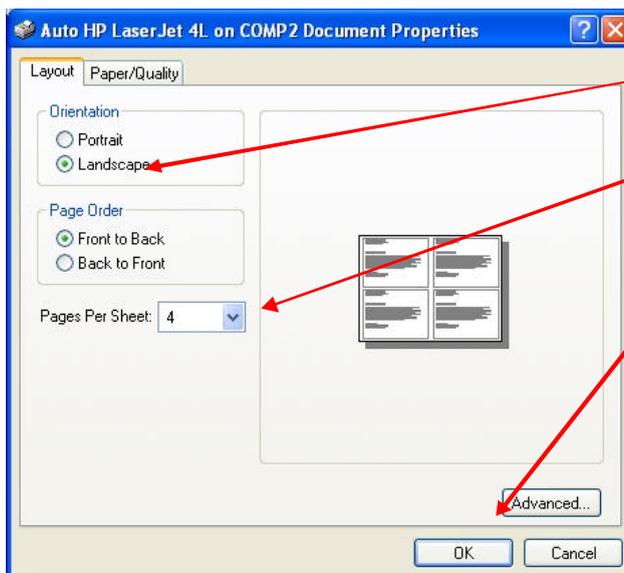
Then Click on the Print button.

## Step 2

The next screen you will see will look like this:



If you click on the Properties button the following page will appear:



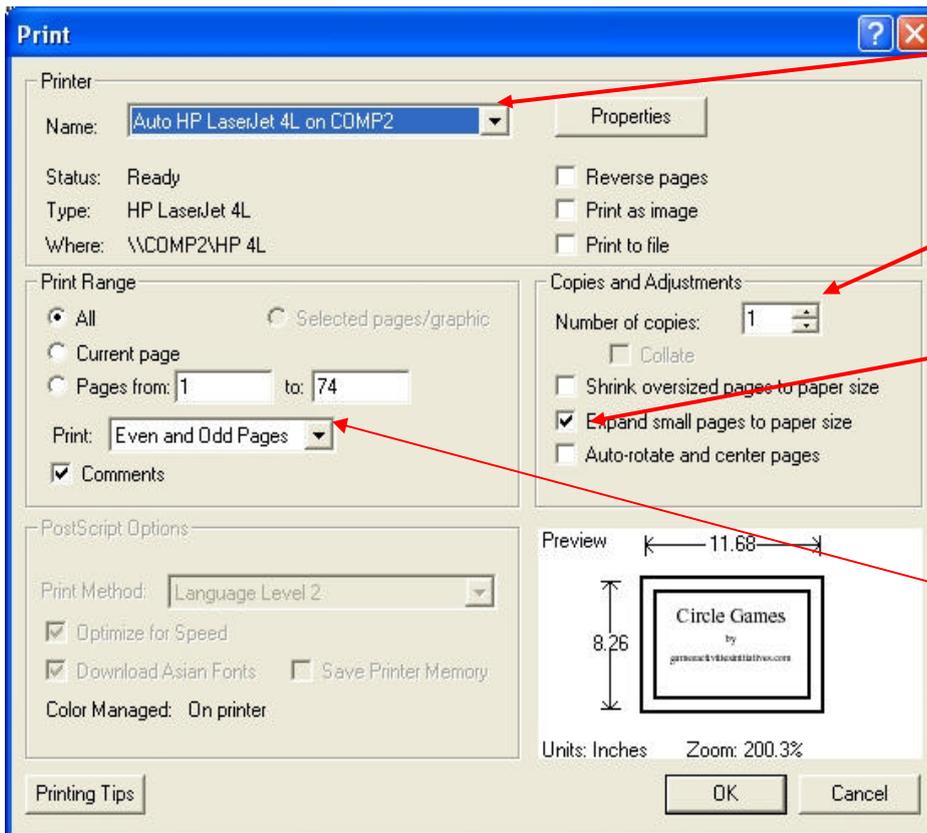
From this page select the orientation to landscape (check the box).

Then ensure you select 4 pages per sheet.

Final step on this page is Clicking the OK Button.

By clicking on the OK button you will be taken back to the previous window. There are a number of steps which need to be done on this window so I have shown it on the next page.

### Step 3



Ensure you have selected the right printer. (in my office I have a couple to choose from).

Make sure you have selected 1 copy to be printed.

Ensure you only have, "Expand small pages to paper size", box checked.

The page range is important. However, I highly recommend you do a test print first. I suggest you change this section from page 1 to 4 (so you fit the first four pages onto one A4 page).

Once you have done a test page and there are four smaller pages on one A4 go back through the above mentioned process. However, you need to select "All" in the print range. Then they will all print out as they were designed.

## Step 4

Getting them cut. The best way to cut them is take the whole printed document to a photocopy centre and get them to cut the document for you (it's normally only about \$1 a cut).

While your at the copy centre get them to hole punch three holes down the left hand margin. Now you can do a number of things here...get a shower curtain ring and bind them together, or use some string, or you could staple the smaller booklets.

### **It's up to you.**

With my booklets, I have laminated them and got them ring bond so they look something like this:

