

# A guide to printing your Wee Blue Book

This guide is for standard, non-duplex printers (the kind most of us have at home). Non-duplex means that the printer prints on one side only.

By following the instructions for printing as a booklet, the Wee Blue Book will print as an 18 page A5-sized booklet instead of 72 one-sided A4 pages.

## Downloading the Wee Blue Book

There are two versions for printing:

- Full colour version, which has solid blue covers and section separators – *For A4 printing only*
- Low-colour, ink-saver version, which has white covers and section separators – *Suitable for printing as a booklet*

## Getting Ready for Printing

This is a method for printing the Wee Blue Book as a double-sided A5 booklet. Of course if you just want an A4 single-sided print, then just click the print button and the printer will do the rest.

## Printing the Wee Blue Book as a Booklet

**Note:** these instructions may not apply to every style and model of printer, and getting it wrong can be frustrating as well as expensive in paper and ink usage. So in order to test how your printer prints and stacks pages, we've created a test booklet. It's only 8 pages long but will condense to a two-page booklet and is therefore ideal for testing.

Download the test booklet from <http://indyreferendum.s3-eu-west-1.amazonaws.com/wbb/BookletTest.pdf>

## Getting Ready to Print

- Open the Wee Blue Book PDF file (or the test booklet) with your reader
- From the top menu, select "File" then "Print"
- The print options window will appear. Select the following options for booklet-style double-sided printing

| Foxit Reader                             | Adobe Reader   |
|--|--|
| Print Range - select "All pages"         | Pages to Print - select "All"                                  |
| Print Handling - select "Booklet"        | Print Sizing and Handling - select "Booklet"                   |
| Binding - select "left"                  | Booklet Subset - select " <b>Front Side Only</b> "             |
| Booklet Subset - select " <b>Front</b> " | Sheets from – 1 to 18 (should be automatically filled for you) |
|  | Binding - select "left"  |

The preview image should indicate an 18 page document (or an 8 page document if you're using the test booklet) if these settings are correct.

If the number of pages is correct, then choose "OK" or "Print" to print.

### After The First Print

After the pages are printed and you are sure the ink is dry lift them out of the printer.

If your printer has stacked the printed pages so that the first page is at the top of the stack, you'll need to reverse them in order to print the reverse correctly. Put the paper stack on a table as it came out of the printer, ie with page one at the top of the stack.

Take the top sheet and lay it to one side to start a new, re-ordered stack. Take the next sheet and lay it on top of this one until you've made a new stack with the top sheet showing pages 36 and 33 (or pages 3 & 6 if you're using the test booklet).

Be careful not to crease or dirty the paper as this might cause the printer to jam.

Now insert the pages back into your printer. *This is the only tricky bit.*

The pages need to be inserted into the printer's hopper or paper tray upside down in order to print on the other side.

- When turning the paper hold the paper stack in both hands so that you can read the first page normally, ie it's not upside down
- Turn the paper over by crossing your hands. Cross your right hand over your left or your left hand over your right so that paper stack is turned over.
- Do not simply flip the paper over. If you do one side will be upside down to the other.

**Note** – Again, different printers may print in a different sequence. If in doubt, use the test booklet first. Once you're happy with the printer's paper selection and print sequence, you'll find printing the Wee Blue Book straightforward.

For example some printers that hold paper in a tray will lift the paper with rollers and print on the underside of the paper from the tray. Again, using the test booklet is recommended.

### The Second Print Run

Once you've loaded the printer, return to the PDF reader and select again "File" then "Print". The print options window will appear. Select the following options for booklet-style double-sided printing. Note the difference in settings from the first print run.

| Foxit Reader                            | Adobe Reader   |
|---|--|
| Print Range - select "All pages"        | Pages to Print - select "All"                                  |
| Print Handling - select "Booklet"       | Print Sizing and Handling - select "Booklet"                   |
| Binding - select "left"                 | Booklet Subset - select " <b>Back Side Only</b> "              |
| Booklet Subset - select " <b>Back</b> " | Sheets from – 1 to 18 (should be automatically filled for you) |
|   | Binding - select "left"  |

**NOTE** – *The Booklet Subset has changed from “front” to “back”*

Choose "OK" or "Print" to print.

When the printer has finished, the pages will now be set up for folding.

## Folding and Binding

### Folding

Start with the cover page, fold in the middle. Work your way through using the left hand page numbers as your guide to folding and insertion order. Give it a skim through to ensure all pages are there and you're done!

### Binding

You can bind the booklet by stapling using a long arm stapler. These are available from stationery shops or online from the like of Amazon. Just search for 'long arm stapler' and expect to pay less than £10.

Alternatively, the booklet can be bound using a hole punch and binding it using treasury tags – little pieces of string with metal tags at each end. Again they're available from stationers or online and they cost about £6.00 for a pack of 100. But even small plastic cable ties will work – don't worry too much about presentation, the value's in the content!