

Guidelines

Printing CLC Literature

Help for printing pdf files as A5 booklets [or A4 Large Print versions – see p2]

Most of our pdf files are designed to be printed as **A5 booklets** on a duplex (double sided) printer. If you do not have this facility, see the additional help notes below*. But the same files can be used to print **large print** copies in A4 too – see below for help to do this.

For double sided (duplex) printing:

Open the .pdf file in Adobe Reader

Select [**File**] > [**Print**] OR click on the **Printer icon** in the ribbon at the top.

The Print dialog box opens

Notice there is a Preview showing how it will print the page on the selected paper – it also shows the size of the selected paper in inches (A4 = 8.27 x 11.69 inches, 21.0 x 29.7cm)

(Optional) Change the **print quality**

Next to Printer, click on [**Properties**] to select [Best] or other quality (if required)

Then, in [**Page sizing and handling**] select the [**Booklet**] button

In **Orientation**,

Note that **Portrait** is selected – DO NOT CHANGE THIS, even though it prints as Landscape. Ensure that it is ticked in

✓ **Auto-rotate pages within each sheet**

Check the Preview to see that it looks OK

Click on [**Print**]

***For single sided only printers**

If you do not have double sided printing facility, you will need to print first one side and then reload and print the other side:

Follow the procedure above, but after selecting [**Booklet**]:

In **Booklet Subset**, where it says 'Both sides', use the down arrow ▾ and select, '**Front side only**' and then [**Print**];

After printing is complete, **reload the pages** back into the paper tray, **turning the paper through 180 degrees** and **making sure it is the right way up** (usually printed side up, but this will depend on your printer)

Then, in **Pages to Print**, in ► **More Options**, select ✓ **Reverse Pages**

Then select [**Booklet**] and in Booklet Subset select '**Back side only**' and then [**Print**].

Alternatively, you can get CLC to print the leaflet or booklet for you from

literature@clcew.org.uk at cost including postage (prices for this are in the **Publications List** also available from literature@clcew.org.uk). A new Publication List will always be sent to you with an order for printed literature.

For printing A4 **Large Print** versions

The same .pdf file can be used to print in A4:

Open the .pdf file in Adobe Reader

Select **[File] > [Print]** OR click on the **Printer icon** in the ribbon at the top.

The Print dialog box opens

Notice there is a Preview showing how it will print the page on the selected paper – it also shows the size of the selected paper in inches (A4 = 8.27 x 11.69 inches, 21.0 x 29.7cm)

(Optional) Change the print quality

Next to Printer, click on **[Properties]** to select [Best] or other quality (if required)

Then, in **[Page sizing and handling]** select the **[Size]** button and select **[Fit]**

First, for **doubled-sided (duplex) printing:**

Select **Print on both sides**

Select **Flip on long edge**

Select **Portrait**

Then **[Print]**

***For single sided printers**

Follow the procedure above, but, after selecting **[Size]** and **[Fit]** as above, ensure that 'Print on both sides' is **NOT** selected

Select **[Portrait]**

Then **[Print]**

This will give you the document printed on **one side only**.

But, if you want it printed on **both sides** you can:

Under Pages to Print, select the down arrow ▼ **More options**

In 'Odd or Even Pages' where it says 'All pages in range' use the down arrow ▽ and select, **'Odd pages only'** and then **[Print]**;

Then after printing is complete, **reload the pages** back into the paper tray without changing the orientation of the paper and making sure it is the right way up (usually printed side up, but this will depend on your printer) and then select **'Back side only'** but **also Reverse Pages** and then **[Print]**.