

Handbook Printing Order

Before starting to print it is recommended that you clean your printer's heads. Open your printer dialogue box (File/Print or press Ctrl+P), click Properties and then the Maintenance tab and select Head Cleaning and follow the instructions.

Use the sequence on below for printing the new handbook. For example, click File, Print and then in the 'Page Range' section, type 20,1 and then select to print 2 pages in the 'Pages per sheet' box. This will then print pages 20 and 1 and one side of an A4 sheet of paper. Turn this page over and put it back in your printer and repeat the File, Print process gain. This time type 2,19 in the 'Page Range' section and again select to print 2 pages in the 'Pages per sheet' section.

You should now have one sheet of paper with 4 pages printed on it. Continue with the next sheet to print pages 18 and 3, reverse this sheet and print pages 4 and 17.

If you work your way through the list you should end up with 15 sheets of paper which, when put in the right order produce the handbook ready to be folded in the centre.

Before folding, if you want more than one copy, photocopy each sheet, front and back for as many copies as you want.

To print the cover, use a thicker piece of paper and from the Handbook Cover document, print pages 4,1 on one side and 2,3 on the other. Put this on the outside of the handbook printed earlier and you should have a complete handbook.

20 pages		
20	-	1
2	-	19
18	-	3
4	-	17
16	-	5
6	-	15
14	-	7
8	-	13
12	-	9
10	-	11