

## Printing the style guidelines in small booklet format

You can print the whole style guidelines on 11 sheets of A4 and fold them as a small booklet – 2 pages of the pdf on each side of the paper and in the correct order.

Use version 7.0 or later of Adobe Acrobat and Adobe Reader. In the Print dialog (File > Print), click on the section relating to n-up printing, shaded in red below. Later version refer to Booklet Printing.

If your printer only prints on one side of the paper, you can first print the odd pages, then turn the paper over and print the even pages. If you haven't done this before, try it with a very short document to check which way to put the paper back into the printer for the second printing. To make the selection of odd or even pages, select the options in the scroll-down menu just above the red shaded section.

