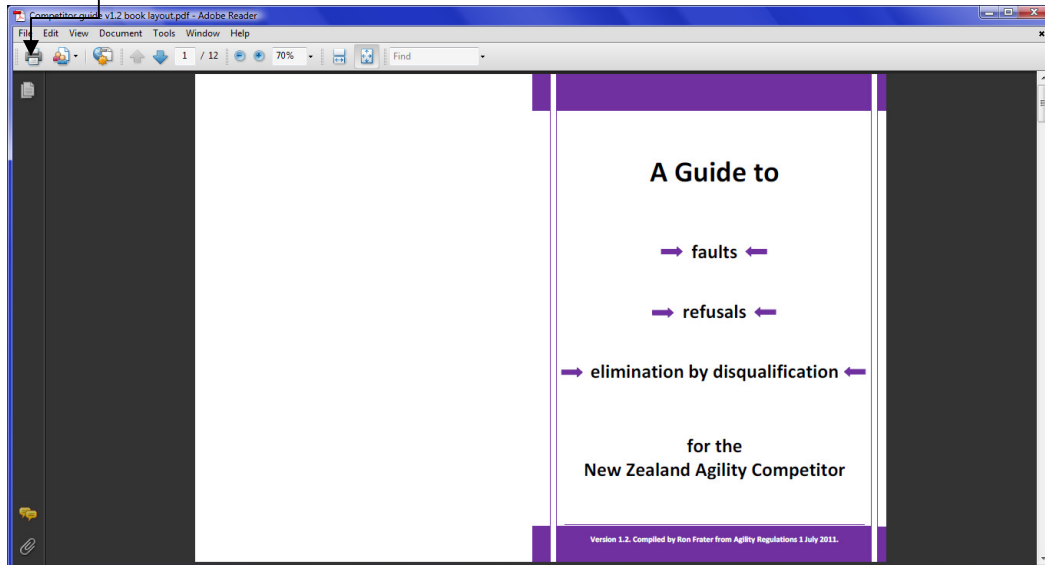
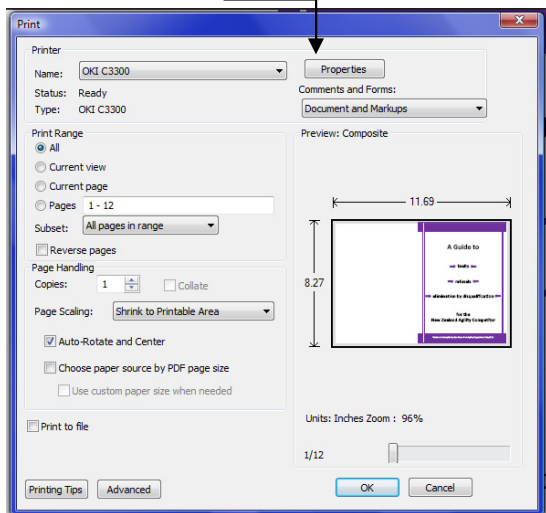


Instructions for printing as an A5 booklet

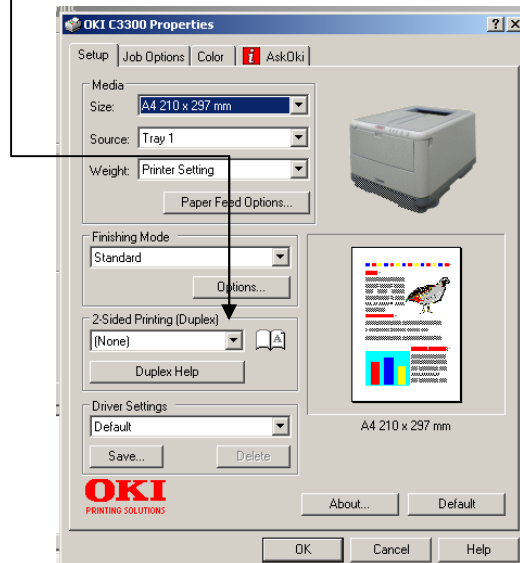
Open the file "Competitor guide v1.2 book layout.pdf". Select "File" / "Print" (or click on the printer icon)



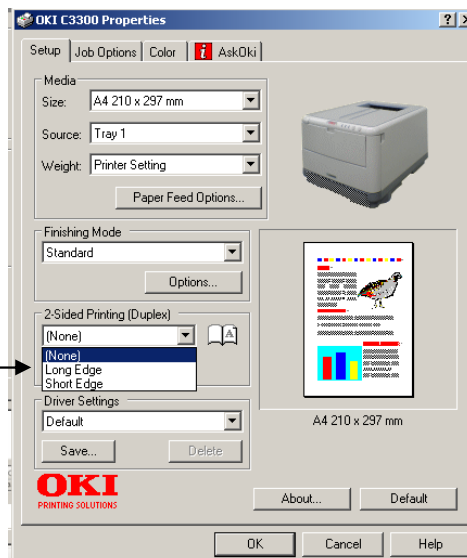
Click on "Properties"



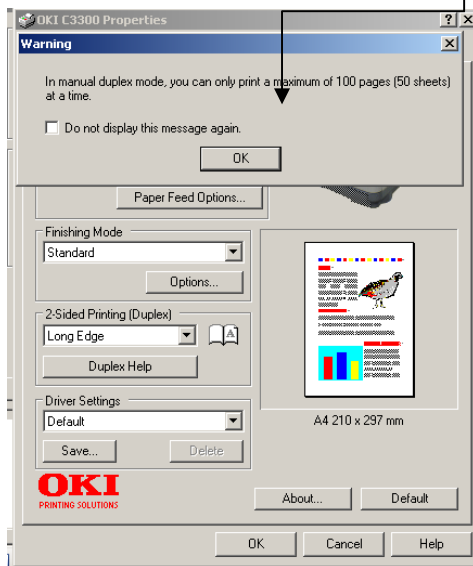
then click on the down arrow under "2-Sided Printing (Duplex)"



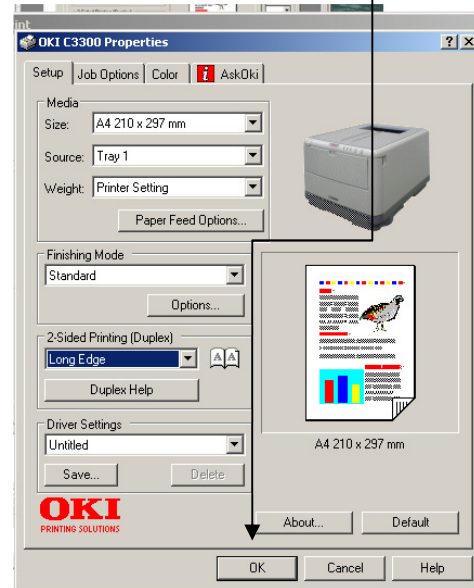
In the drop-down box, select "Long Edge" (note, it may already have defaulted to this setting).



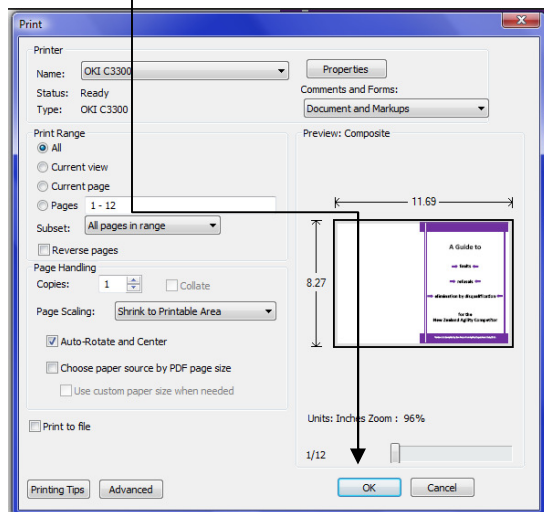
A warning box will appear – click on “OK”



then click on “OK” (at the bottom)



Click on “OK”



The printer should now print 6 pages. Take these 6 pages, turn them upside down (end for end) and place them back in your printer paper tray**. You will probably now need to press the “on-line” button on your printer, after which the reverse side of the pages should print. (You may get a message on your computer screen informing you of this process, if so, click “OK” once you’re ready to proceed).

If you’ve put the first 6 pages back in the printer tray the right way around, you should now have 6 double sided pages which when folded in half will form a booklet.

**This may vary depending on individual printers. If you are uncertain how your printer feeds its paper you may wish to do a test by putting a pencil mark in the corner of the top sheet of paper in the tray, then printing one page. Check the location of the pencil mark on the printed page and you will see how you should then reverse the paper to print the reverse side.