

Step-by-Step Instructions:

1. Check Your Printer

- Confirm your printer supports A4 paper

2. Load Paper

- Load A4 paper in landscape orientation

3. Open the PDF

- Use Acrobat or any PDF reader
- Each A4 page should be:
 - Pre-arranged with 4 A4 pages when folded
 - Page order should already be imposed (e.g., pages 4 + 1, then 2 + 3)

4. Printer Settings

- Paper size: A4
- Orientation: Landscape
- Scale: 100% / Actual Size
- Double-sided: Yes (if available)
- Use “Flip on short edge”
- Manual Duplex? See next step

5. Manual Duplex Printing

- Print the first side
- Flip the sheet along the short edge and reinsert it to print the reverse
- Do a test print first to confirm correct orientation!

6. Repeat for Second Page

- Print the second A4 page using the same method

7. Fold and Assemble

- Fold both A4 sheets in half to create A5-sized pages
- Arrange:
 - First sheet = cover + center spread
 - Second sheet = inner pages
- Stack together in order