

Record book printing instructions

To ensure your record book prints in the correct form, please follow these steps:

1. After selecting print, click on “properties” or “settings”
2. Select double-sided option (may be phrased as “duplex” or “two-sided”)
3. Ensure double-sided option is set to “flip on long edge”
4. Set image orientation as “portrait”
5. Set to “collated” if setting is available
6. Make sure paper size is set to A4.

If in doubt, it is worth printing the first four pages double-sided (specify “1-4” in the pages to print box) first to make sure they are printing in the right order and right way around, and to save paper in case it goes wrong. Then you can print the rest of your booklet.