

Top of the A5 page

This A5 Portrait booklet was created in PagePlus by going into the start up wizard, then New Publication and opening the

Folded
Booklets
Side Fold Booklet template

If you want an A5 Landscape book, then you need to select **Top Fold Booklet**

It is important to select booklet and not book if all the pages are going to be folded over together

In page setup, the orientation will always be opposite to the actual orientation of the page in the book.

In fact the orientation refers to the sheet, not the individual page.

In this A5 Portrait book, the orientation is shown as Landscape - two portrait A5 pages fit on one landscape A4 sheet. Likewise, two landscape A5 pages fit on one A4 portrait sheet.

4

Top of the A5 page

A5 Portrait PDF booklet example

This document has been produced as an A5 Portrait book so that it can also be used to demonstrate what is said in the text. This sample book only has four pages, so the last page number will be 4.

An A5 book will always be a multiple of four pages. E.g. 4, 8, 12, 16 etc. When printed double sided, there will be a total of four pages to one sheet of paper.

If you want to know how many sheets of paper you will need to print a book double-sided, divide the total number of pages by 4

When printed:

Page 1 will always be side by side with the last page on the sheet of paper
Page 2 will always be side by side with the second from last page on the sheet of paper
and so on

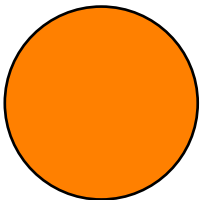
Therefore, in a book of:

four pages, page 1 will be next to page 4 - on one sheet of paper
sixteen pages, page 1 will be next to page 16 - four sheets of paper
sixty eight pages, page 1 will be next to page 68 - seventeen sheets of paper
and so on

When the book has been imposed for printing (made up into its book form), as when made into a PDF file for printing as a book, the matching page numbers can be clearly seen, as in this example.

It will be seen that the position of the pages doesn't always look right. In this example, when you look on the screen, page 4 is on the left, page 1 is on the right, rather than the other way round as would normally be expected.

1



Top of the A5 page

This is because the page is reversed when the sheet is printed on the reverse side.

When printed and folded in half, the pages should follow each other consecutively.

If the book starts from page one, then page 2 should always be on the back of page 1, page 4 should always be on the back of page 3 and so on. The actual way it looks will depend on the page numbering method used, but the principle is the same.

Printing the book

The method for printing double sided will vary according to the type of printer. One of the most common types is where the paper is fed from an upright feeder at the top of the printer and comes out at the bottom, such as most Epson inkjet printers. An example of how to print with these printers is shown in the separate file [Printing A5 Portrait example](#).

It is easier to identify the pages when printing when the page number is at the bottom. If there is no page number, then the sheet orientation can normally be identified by the text at the top of the page. If there is no text, or anything that makes it easy to identify which way round the sheet should be, then it is more difficult as it is easy to make a mistake when putting the paper back in to print the other side. On the example in the separate file, I have shown an orange dot on the top corner of the sheet to help show the orientation of where that part of the sheet should be when it is put back into the printer. I have added the dot on this document as well.

Printing individual pages

In an A5 book like this, an individual A5 page cannot be printed off because it always has another page next to it on the same sheet of paper - you have to

2

Top of the A5 page

print both pages. The simplest way to print the page you want is to find the page you want in the PDF reader (Acrobat or whatever you're using), go to that particular page and print **Current page**. You can then cut off and discard the other page on the sheet if you don't want it.

Because there are two pages per sheet, Acrobat will only show that you have half the amount of pages than you have. In fact Acrobat is showing that you have X sheets, rather than X pages (acrobat treats the sheet of two pages as one page).

In a 16 page booklet, Acrobat will show that you have 8 pages (actually 8 sheets of two pages side by side).

Sheets one to eight have pages 1 - 8. There is no sheet 10 because page 10 will be adjacent to page 7 when printed. If you tell it to print page 10, it will not do so because it doesn't see page 10, only pages 1- 8. Therefore, if you want to print page 10, you will have to print page 7 and have pages 10 and 7 together.

To print this example, just do print and let it print off both sheets. You will now have this book single sided, on two sheets of paper. Lay the sheet with pages 4 and 1 on face down. Now lay the sheet with pages 2 and 3 on face up on top of it. Fold the sheets in half and now you should have an A5 book. (Stick the sheets together if you want to make it look realistic!).

Now print off page 1 then, following the instructions on the diagram page, put the sheet back in and print page 2. if you've done it right, you will now have a double-sided sheet of paper which, when folded in half, has page 1 on the front, pages 2 and 3 in the middle, and page 4 on the back.

If this doesn't come out as expected (e.g the pages are in the wrong order), then you've probably put the paper in wrong. Start from scratch again.

3