

Instructions to print A5 leaflet

1. Cut 5 sheets of A4 paper in half to A5 size with a sharp knife to create 10 x A5 pages.
2. Put your prepared paper in your printer and set it to print A5 Landscape.
3. When you print, print at Actual Size or 100% or with "No Scaling".
If you print it "To fit in printable area (or page)" or "Reduce to fit" you will get a smaller than necessary programme.
Ignore any warnings that it won't fit in the printable area, it should be fine but do a test page first to check.
4. Print pages 1-5 of the PDF.
5. Turn the pages over ensuring you keep the top of the page orientated up the same way as when it was printed the first time.
6. Print pages 6-10 of the PDF.
If the paper screws up when printed the second time, try allowing the ink to dry for a while before printing reverse.
7. Fold in half and staple along the crease.

Instructions to print A4 leaflet

1. Put 10 sheets of A4 in your printer and set it to print A4 Landscape.
3. When you print, print to "Fit the page".
4. Print pages 1-5 of the PDF.
5. Turn the pages over ensuring you keep the top of the page orientated up the same way as when it was printed the first time.
6. Print pages 6-10 of the PDF.
If the paper screws up when printed the second time, try allowing the ink to dry for a while before printing reverse.
7. Fold in half and staple along the crease.

Anyone having trouble printing out the leaflet, please contact Colin at colin.brownnett@btinternet.com and he will sort a leaflet out for you.