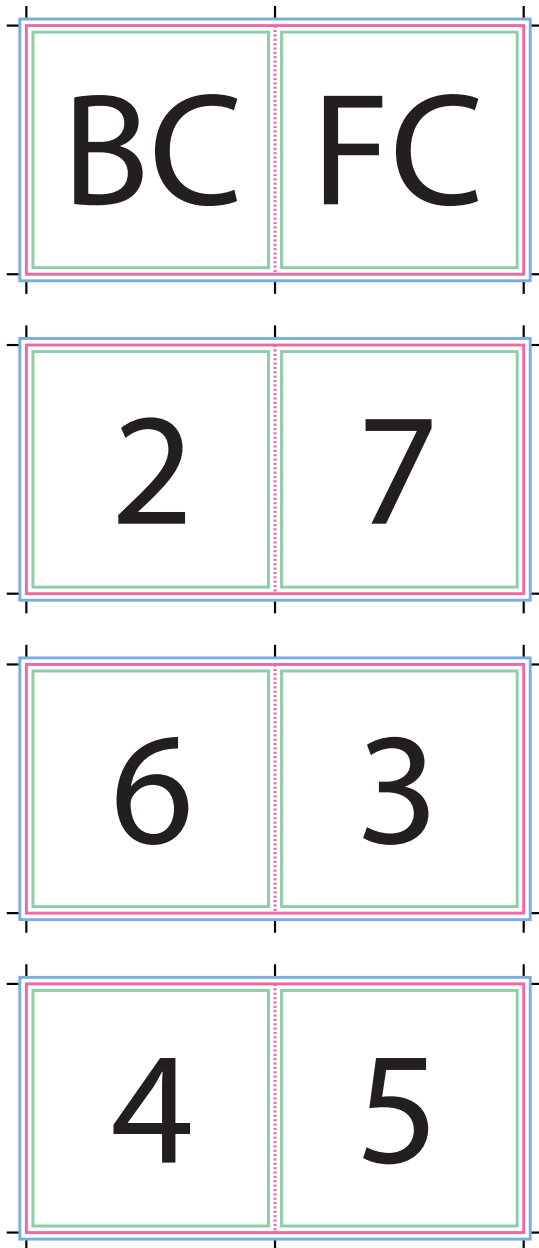


Paginating stapled booklets:

Our booklet templates are arranged in printer's spreads. Each page of the document has 2 booklet pages side by side. The pages are not in numerical order (reader's spreads). The pages are numbered so that when printed, trimmed and bound they will be in the correct order. The page numbers are marked in the templates and should not be rearranged.

This illustration shows the 4 spreads that make up an 8 page booklet with the pages numbered. For other size booklets see the diagrams on page two of this document.



If you're preparing one of our multi-page templates (such as a booklet), the ideal application to do so is a fully featured layout application (such as InDesign, Illustrator, CorelDraw or Quark Xpress). We do supply a PDF (which shows a 2 panel spread) - which can be opened in Photoshop, but as Photoshop does not support multipage layouts, you'll need to build each spread, two pages at a time.

We have templates created for the layout applications I mentioned that are properly paginated for you already (in printer spreads). Putting the artwork together in Photoshop is possible, but may be a bit more time consuming.

Once all 8 pages are set up, you'll need to merge them into one PDF file. You can do this by using Acrobat Pro (if you have it) and saving a single PDF file, or using this free website <http://smallpdf.com/merge-pdf> and uploading your files to it, and saving out a merged PDF.

When opening the template PDF in Photoshop, please be sure to set the following options correctly:

- "Crop To" - Media Box
- "Mode" - CMYK
- "Resolution" - 300 DPI

8 Page

BC	FC
2	7
6	3
4	5

12 Page

BC	FC
2	11
10	3
4	9
8	5
6	7

16 Page

BC	FC
2	15
14	3
4	13
12	5
6	11
10	7
8	9

20 Page

BC	FC
2	19
18	3
4	17
16	5
6	15
14	7
8	13
12	9
10	11

24 Page

BC	FC
2	23
22	3
4	21
20	5
6	19
18	7
8	17
16	9
10	15
14	11
12	13

28 Page

BC	FC
2	27
26	3
4	25
24	5
6	23
22	7
8	21
20	9
10	19
18	11
12	17
16	13
14	15

32 Page

BC	FC
2	31
30	3
4	29
28	5
6	27
26	7
8	25
24	9
10	23
22	11
12	21
20	13
14	19
18	15
16	17

36 Page

BC	FC
2	35
34	3
4	33
32	5
6	31
30	7
8	29
28	9
10	27
26	11
12	25
24	13
14	23
22	15
16	21
20	17
18	19

40 Page

BC	FC
2	39
38	3
4	37
36	5
6	35
34	7
8	33
32	9
10	31
30	11
12	29
28	13
14	27
26	15
16	25
24	17
18	23
22	19
20	21