

PRINTING THE SQUARE DANCE REVIEW IN A5 BOOKLET FORMAT.

If you do not have Acrobat Reader DC installed on your computer, whenever you get an Adobe file it will launch into Internet Explorer which has limited capabilities with printing. I found that if you have Acrobat Reader DC, it will allow you the option with a couple of clicks to print the Review as an A5 Booklet. Just like it was produced originally.

If you already have Acrobat Reader DC installed on your computer then please skip to STEP 2.

STEP 1.

You will need to download "Adobe Acrobat Reader DC" from Adobe's web site using the following URL:

<https://get.adobe.com/reader>

When downloading this, you may like to deselect the other options which come ticked such as installing Google Chrome, Google Toolbar and installing the Acrobat Reader Chrome Extension.

Once installed, you should have an icon on your desktop like the one below.



STEP 2.

Open the Review using Acrobat Reader DC.

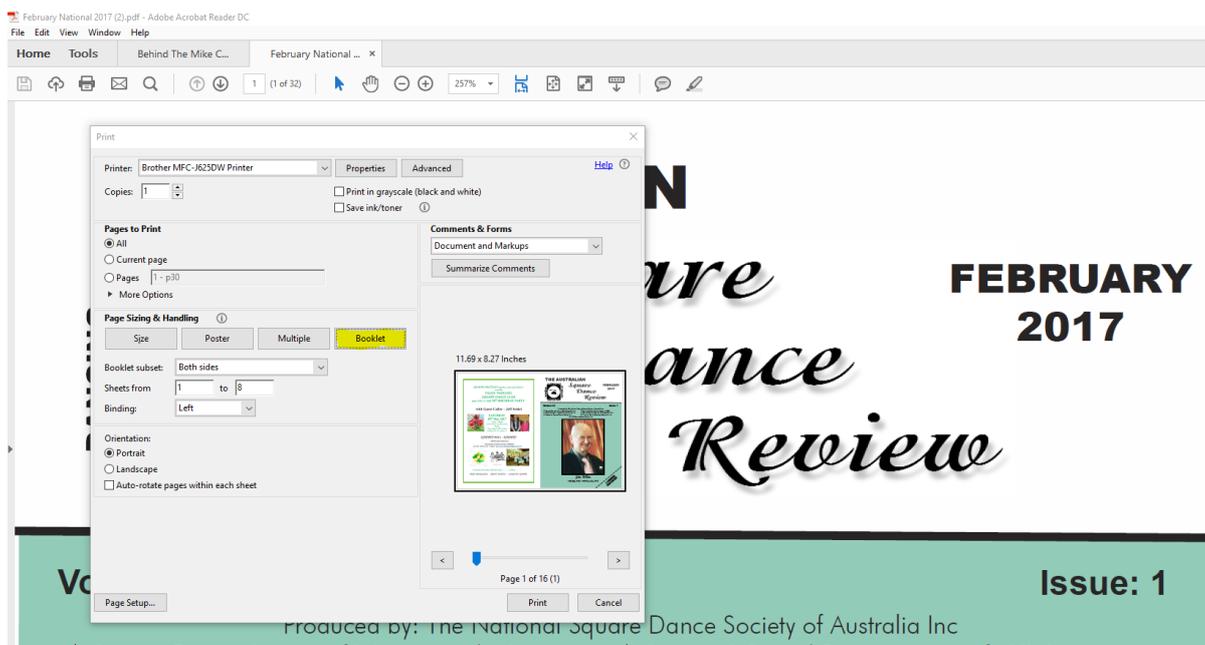
The screenshot shows the Adobe Acrobat Reader DC interface. The main window displays a PDF document titled 'February National 2017.pdf'. The document content includes:

- THE AUSTRALIAN** (large bold text)
- A ROUND-UP OF SQUARE AND ROUND DANCING** (text around a map of Australia)
- Square Dance Review* (large cursive text)
- FEBRUARY 2017** (bold text)
- Volume: 62** and **Issue: 1** (text in a green box)
- Produced by: The National Square Dance Society of Australia Inc.
- A list of member societies: Square Dance Society of West Australia Inc., South Australian Square Dance Society Inc., Tasmanian Square Dance Society Inc., Square & Round Dance Assoc. of NSW, Square Dancing Society of Queensland Inc., Victorian Square Dancing Association Inc., and ACT Square Dance Society Inc.

The right-hand sidebar shows the 'Export PDF' menu with options like 'Convert', 'Create PDF', 'Edit PDF', etc.

Go to menu option: File -> Print.

Select "Booklet" button



For duplex printers, select "**Both Sides**" for Booklet subset.

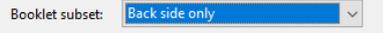
Then click the "**Print**" button. Once it is printed, just fold it in half. It's as easy as that!

For Single Sided Printers, it is a little bit more difficult, but can still be done.

Step 1. You first have to print the front sides by selecting "**Front side only**" for Booklet subset



and then click the "**Print**" button.

Step 2. Once this is printed, take the printed paper and put it back into the paper feeder so that it will print on the reverse side. Select "**Back side only**" for Booklet subset  and then click the "**Print**" button.

Step 3. Once the back side is printed, fold it in half and you will have the booklet.

Note Well: For single sided printers, I would experiment on only a couple of pages so you can determine which way the paper goes back in the paper feeder and once you know how, then print the whole of the Review.

I hope this helps anyone who would prefer the document to be printed in the A5 Booklet format.

Raymond Bates. (ACT State Editor for The Australian Square Dance Review).