1

Cover

A small booklet starts with pages in reading order.

TOP OF PAGE

2

Plan

Count the cover and back cover in your PDF page total.

TOP OF PAGE

3

Paper

One folded sheet has four small page faces.

4

Pair

For twelve pages, the outer front pairs twelve with one.

TOP OF PAGE

5

Inside

The middle spread of this example is pages six and seven.

TOP OF PAGE

6

Proof

Large page numbers make a practice print easier to inspect.

7

Check

Inspect front and back orientation before printing more copies.

TOP OF PAGE

8

Inside page eight

Page eight remains inside this twelve-page booklet.

TOP OF PAGE

9

Extra page nine

A twelve-page booklet uses three sheets.

10

Extra page ten

Sheet sides have two page panels each.

11

Extra page eleven

Use the sheet map to identify a missing side.

TOP OF PAGE

12

Twelve-page back cover

The first front in this example pairs twelve with one.

TOP OF PAGE