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 eight pages, the outer front pairs page eight with page one.

TOP OF PAGE

5

Inside

The middle spread of this example is pages four and five.

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

Back cover

Keep this source in reading order when choosing Booklet.

TOP OF PAGE