

Create and print show programme

Students may be required to produce show programmes that are A5 in size on folded A4 paper - known as a booklet

All college computers have Microsoft Office Publisher installed on them which is the best application to create a booklet on

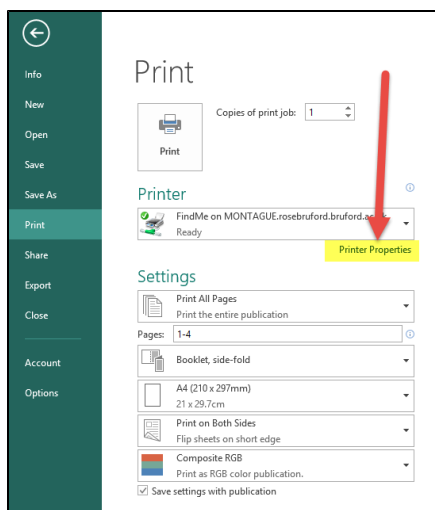
To help with this you need to start with the correct blank Publisher 2013 template (see attached) which will print correctly using the colleges multifunction printers

[booklet-template-A5foldA4paper.pub](#)

Add your own text, images and colour to each page then just print **using the following printer settings:**

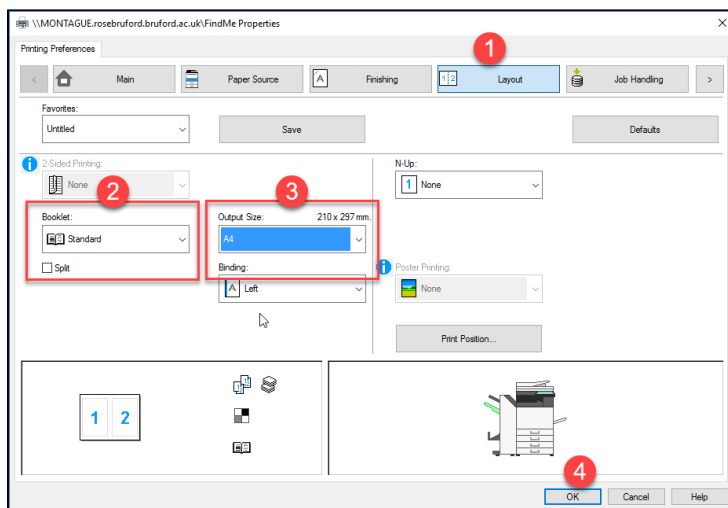
 **If you do not change the printer settings as shown below, pages may be printed upside down**

Click on the **'Printer Properties'** button on the print page

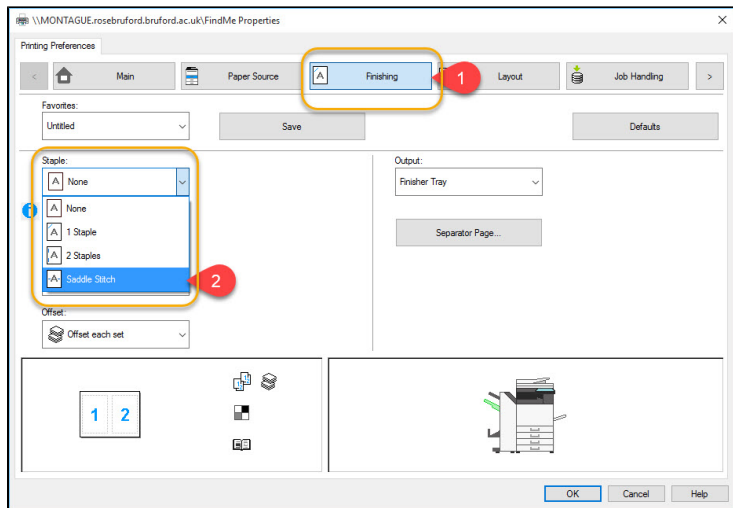


Then select the **'Layout'** (1) tab at the top and change the **'Booklet'** option (2) to **'Standard'** as shown below

If wanting A5 booklet/programme select **'Output Size'** option (3) to **A4** and if A4 booklet select A3 (*this will scale your original page size to match*)



If you have multiple pages and wish staple them, then on the **'finishing'** tab change the **'Staple'** option to **'Saddle Stich'** (if the printer supports saddle stich)



Alternatively you can create your own from scratch but you made need to take into account how our printers handle duplex printing (page rotation)