

Printing Your Walking Guide with Adobe Acrobat

Introduction

Please print this document out so you can follow the instructions more easily and write down carefully the following (if you are printing the A4 file ignore everything else, read [A4](#) below)...

1. The order the pages are printed, i.e. this (top) page needs to be printed first, however it “ends up” in your output tray. Change settings to suit this later.
2. Put a tiny mark on your blank page to test which side your printer prints on, check later and note. (You must ensure that the blank sides of printed sheets go back in so they are printed on).
3. ← Which edge of your printer tray does this arrow face when it comes out? When pages are returned for double sided printing this edge should go back in on the same side.

Please note that the Adobe files should open in versions 3 and above, however if you experience any problems please download the latest version of Adobe Acrobat Reader. (I have been notified of some problems opening the files with version 3).

A4

The file “**Cyprus Guide A4**” is a twenty page document which you can print out on standard A4 letter pages. This is by far the easiest method of obtaining the printed pages. You can select “all” or specific pages from your printer window once you select “print” in Acrobat Reader.

A5 Booklet

I have designed the page layouts to enable you to print an A5 size booklet using five A4 pages in landscape orientation. This involves a little more patience and some knowledge of printing double-sided documents. I have tried to make this process as simple as possible but unfortunately manufacturers have not standardised the way printers actually print out a page. There are several types of printer so you will need to identify which kind you own.

I have tested printing on two common types of “home user” and one “office” printer, below you will find a printer description followed by instructions to print the document for that type of printer. If you follow the instructions you shouldn’t have any problems but there will be exceptions so please read the notes at the end before you try to print. This could save you a lot of wasted time, paper and ink.

Rear paper feed printers - the sheets of paper lay almost upright (vertically) at the back of the printer. The pages are taken into the printer from the top of the pile. They pass through to be deposited after printing, on a horizontal flat tray in front of the printer (tested with an Epson Stylus 600).

Front paper feed printers - this kind of printer takes the paper in from a horizontal tray at the front of the printer and sends the printed page back out at the front above the feeder tray (tested with a Hewlett Packard HP Deskjet 930C Series).

Pre - tested Printing Instructions

For "rear paper feed" printers...

(Note that in Win 2K for Epson, the setting should be changed to print “Back to Front” for both files).

1. Place **only** 5 clean A4 sheets of paper into your printer tray. Open the file called "**Troodos A Rear Feed**", print it and **close this file now**. Allow the pages to dry (5 minutes) before continuing.

2. Stand in front of your printer (do not disturb the pages) and if all is well the left edge of the top printed sheet should be "the correct way up" or the "top" of the document. The page closest to the body of the printer should be "page 9", with a small black arrow pointing to the printer on the right edge of the page, as seen when you are looking at the printer from the front.
3. Pick up the sheets (keeping them neatly together) by the corners nearest to you (you are still in front of your printer) holding them vertically. The printed side now faces the rear paper tray. The arrow on page 9 is now pointing to the floor!
4. Move the pages forward, placing them directly onto your printers paper tray in this orientation. As a final check, the un-printed clean sides will now face you as you look at your printer. Page 9 will be on the back of the pile with the arrow facing down into the printer. Be sure the sheets are tidy.
5. Open the file called "**Troodos B Common**" and print it. The documents are printed in the correct sequence. Allow the ink to dry before handling! Do not confuse the order of the pages! Now see note 5 in the next section below...

For "front paper feed" printers...

1. Place **only** 5 clean A4 sheets of paper into your printer tray. Open the file called "**Troodos A Front Feed**", print it and **close this file now**. Allow the pages to dry (5 minutes) before continuing.
2. Stand in front of your printer (do not disturb the pages) and if all is well the left edge of the top printed sheet should be "the correct way up" or the "top" of the document. The page closest to the body of the printer should be "page 1", with a small black arrow pointing to the printer on the right edge of the page, as seen when you are looking at the printer from the front.
3. Pick up the pile and put them back into the paper-loading tray (below) in **exactly** the same orientation as they came out. You do not need to turn them over as this kind of printer prints on the underside of the sheets, which is still clean.
4. Open the file called "**Troodos B Common**" and print it. The documents are printed in the correct sequence. Allow the ink to dry before handling! Do not confuse the order of the pages!
5. Tidy the pile (see end note first) before folding the entire bundle carefully in half (page 1 and 20 are on the outside). This is important as if you fold them badly some of the text could be hidden by the fold. This could spoil the booklet. Once you have a well pressed neat fold, open the stack and insert 2 staples on the fold (from page 1 side) - just 15 mm in from the edges. If you don't have a stapler for "booklets" you can cheat by using a normal stapler as follows...Lay the pages neatly and flat on a carpet (page 1 on top). Open out fully a normal paper stapler and simply use it to push the staples through the fold, so they pass through all 5 sheets. They must go through perfectly in line with the fold, or your pages will not turn correctly. Try it on some scrap paper first! Turn the sheets over and carefully fold the staples flat (in line with the fold) with a coin.

H P Laser Jet 5 Si "office" printers...

1. Print "Troodos A Rear Feed"
2. Put the stack back into the in tray with the print facing up and the arrow closest to you and on the left.
3. Print "Troodos B Common".

4. Reverse order of pages (see the “boxes” below to check your printing order was good).

Notes...

Printing can become extremely confusing but if you spend a little time reading these notes you will discover that it is not as complicated as it first appears and understanding what happens could help!

Different printers take their paper in and feed it out in different ways, which effects the order in which the document file (in our case pages one to five) is printed out. I tried to arrange the order of my pages to compensate for the different ways the printers work. This is why I have provided files for front or rear feed printers! The common file should work for both, hence its name.

If you selected the correct file (front or rear “file A” for your printer) all should work well but you can also have problems if your “printer print-out order” settings are different to the ones I used. This can become complicated but the best test is to be aware of the order **your** printer will try to print **my** file. You should only need to check the initial print order settings when you have made the choice of “file A” for your printer. The introductory test and notes should have helped you.

When you open the file in Adobe Reader, the page at the very top (one of five) of your screen is page one and whatever happens this must be the first page to be printed – this is the order I require the pages to be printed out. You must check your settings to make sure this is how the pages will be printed.

When the five pages have been printed, **do not mix up the order** and be aware which side of the inputted paper was printed on. Carefully check to see which of the longer sides is the “top” of the printing or “the right way up”. This edge must always go back into the input (feeder) tray on the same side as it came out – this ensures both sides end up the correct way up. I tried to make the files print out a booklet, which you simply fold in half on the output tray. Unfortunately this might not work for all of you but I will show you which pages need to end up together (i.e. opposite side page numbers). If you have problems all you need to do is make sure the correct page numbers (the booklet page numbers, not 1 to 5) start printing on the back of the first sheet to go back into the printer for the second side. At least you will end up with 5 pages with the correct information printed on each individual side! Check the “boxes” below before you print the second side, for correct print sequence.

The boxes below represent the page order from left to right (final order the stack needs to be is P20 – P1 on the outside) before staples are inserted. The second row (below) show what should be printed on the opposite side to ensure you get the right text on the back of the first side printed.

Sheet 1	Sheet 2	Sheet 3	Sheet 4	Sheet 5
Outside				
P20 – P1	P18 – P3	P16 – P5	P14 – P7	P12 – P9

Sheet 1	Sheet 2	Sheet 3	Sheet 4	Sheet 5
Opposite sides				
P2 – P19	P4 – P17	P6 – P15	P8 – P13	P10 – P11