

Printing the *Conversational Belarusian* Textbook

Two sets of printing instructions follow:

- Detailed Instructions for printing one side of paper at a time
- Brief instructions for using a printer capable of duplex printing (both sides of a sheet of paper)

Detailed instructions for printing one side of paper at a time

This PDF file consists of 52 pages (A4 sheets).
Each page contains 2 (A5) pages of the publication.

The process of printing out the entire publication is as follows:

Print a pair of file sheets:

1 (left side = publication page 32; right side = publ. page 1 - title page) = FRONT sheet

Turn over the sheet just printed with lower-numbered publ. page (1 in this case) on top and print sheet # 2 (BACK sheet, with page 2 on the left – the map of Belarus in this case; publ. page 31 on the right)

Repeat with following pair of sheets:

FRONT : # 3 , BACK: # 4
FRONT : # 5; BACK: # 6
FRONT : # 7; BACK: # 8
FRONT : # 9; BACK: # 10
FRONT : # 11; BACK: # 12
FRONT : # 13; BACK: # 14
FRONT : # 15; BACK: # 16
FRONT : # 17; BACK: # 18
FRONT : # 19; BACK: # 20
FRONT : # 21; BACK: # 22
FRONT : # 23; BACK: # 24
FRONT : # 25; BACK: # 26
FRONT : # 27; BACK: # 28
FRONT : # 29; BACK: # 30
FRONT : # 31; BACK: # 32
FRONT : # 33; BACK: # 34
FRONT : # 35; BACK: # 36
FRONT : # 37; BACK: # 38

FRONT : # 39; BACK: # 40
FRONT : # 41; BACK: # 42
FRONT : # 43; BACK: # 44
FRONT : # 45; BACK: # 46
FRONT : # 47; BACK: # 48
FRONT : # 49; BACK: # 50
FRONT : # 51; BACK: # 52

The entire publication is made up of three 16-sheet booklets:
(publ. pages 1-32, 33-64, and 65-96) and one 4-page booklet (publ. pages 97-104)

Brief instructions for using a printer with a duplexer

If you have access to a printer that has a “duplexer”, that is a printer capable of printing both sides of a sheet of paper automatically, the following instructions may be useful for you. The following instructions vary somewhat, depending on the printer you are using, and the version of Adobe Acrobat.

- From the **File** menu in Adobe Acrobat, choose **Print**.
- If you are using letter paper, rather than A4, select the checkbox to shrink page to fit paper (letter paper is smaller than A4 paper).
- Select **landscape** mode for the paper alignment.
- Select **duplex** printing. (Do **not** select **booklet printing**.)
- Print the pages

You should end up with the 4 groups of double-sided, printed pages that George refers to. Fold or cut them in half, and stack the four groups together (3 larger groups of 16 pages each, and one smaller group of 4 pages — the page numbers let you know how to group them).

If you don't have access to a good quality laser printer, you may want to put the book file on a diskette and bring it to a photocopy or printing service, both for the printing and for some basic binding. For example, in addition to book-style binding, you can have thicker paper or plastic covers placed over the booklet, so that it is more durable.