



In Folio – Helps printing booklets

In Folio assists you in the preparation and realization of your impressions, to create booklets assembled, folded, stapled like a real book.

If your high-end printer automatically makes the layouts in Quarto, in Six ..., you do not need the app 'in Folio', except to understand the details of these operations.

In Folio is available in 4 languages: English, French, Spanish, Italian, and automatically adapts to the setting of your iPhone or iPad.

It requires to have IOS 11 at least on iPhone or iPad. Dark mode is available if you have iOS 13.

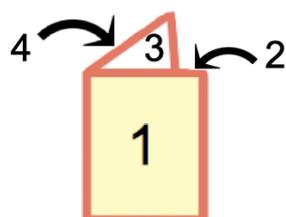
What problem does in Folio solve?

Let's take a very simple example. You have a 4-page document; you want to print it on one sheet, 2 pages per side.

Easy.

But you also want to present it as a booklet, folding the sheet...

To do so, you have to create page setup as follows



Recto	Verso
4	2
1	3

Hum ! That's already a bit more complex. And if you have more than 4 pages, you'll have to manage the inner sheet. And prepare the printing as well, while returning the sheet correctly in the printer ...:

Preview printed sheets

Recto	Verso	Recto	Verso
8	2	6	4
1	7	3	5
Sheet 1		Sheet 2	

And you want to do an in quarto?

All this quickly becomes very complicated. Except of course if you have a high-end printer that automatically does this layout work!

Otherwise, in Folio helps you can prepare all this layout, guiding you step by step until the final assembly.

You will be able to create various booklet models:

- in folio, pages folded in 2
- in quarto, pages folded in 4
- in six, pages folded in 6
- in octavo, pages folded in 8.

And choose the presentation as portrait or landscape.

The printer can be connected to a Mac or PC, in Folio works by assisting you on your iPhone or iPad regardless of the computer you are using.

WARNING: in Folio does not manage the printing or manage the document to be printed; it helps you to make this impression on your Mac or PC and prepare the pdf for printing.

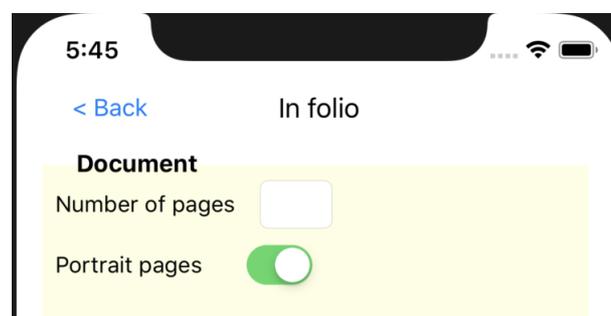
The welcome screen gives access to the functions.

<p>? : quick online help.</p> <p>Tap In Folio to see the version number.</p>		<p>The flag tells you of the current language of the iPhone. To change it, go through the general settings of the iPhone.</p> <p>- 4 buttons to choose the booklet you want to create:</p> <ul style="list-style-type: none">- folio (pages folded in 2)- in quarto (folded in 4)- one six (folded in 6)- in octavo (folded in 8)
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Prepare an in Folio booklet

On the Home screen, tap 'In Folio ' ...

The screen that appears asks you to specify the number of pages in your original document. And to indicate if this document is in Portrait (vertical) or landscape format.

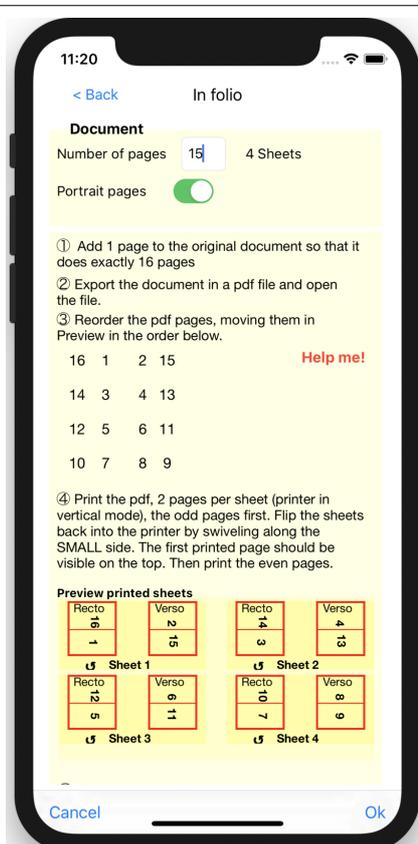


Once this information is filled in, you get all the instructions to follow. We will detail them in a moment.

These instructions may exceed the limits of the screen. Scroll down to see more.

<Back, to return to the Home screen
 Number of pages, which is translated into number of sheets in the end

Orientation of the pages of the original document.



Mode in Folio, on a yellow background.

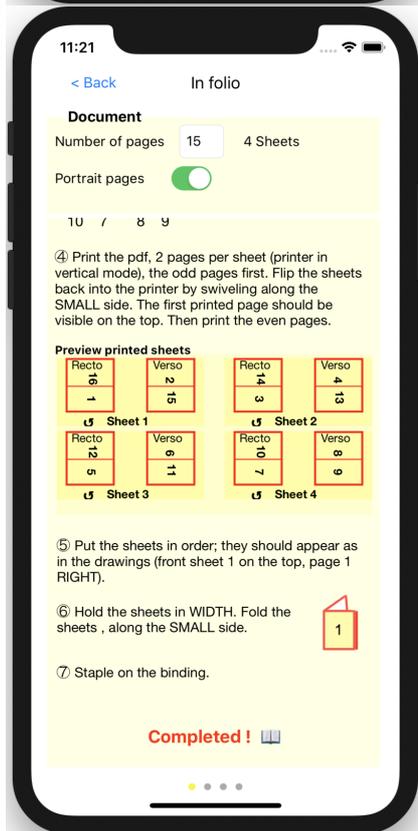
Instructions to follow before printing to put the pages in the correct order;

Need help reordering pages? Help ! Guide you step by step.

Instructions during printing

Overview of printed pages

Scroll up to see more ...



Instructions at the end of printing.

Folding and assembly. The drawing explains exactly what you need to do (how to hold and fold the sheets).

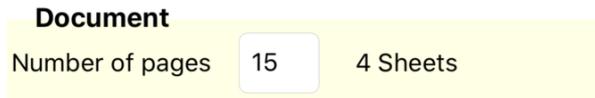
Detail the instructions

① Add 1 page to the original document so that it does exactly 16 pages

① In the very simple example above, imagine that the initial document is 3 pages long. On the booklet, page 4 will be blank. However, you will need to print an empty page in position 4 on the Recto.

It is therefore necessary to adjust the number of pages of the initial document so that this blank page is taken into account.

In Folio tells you the number of pages (empty) to add to the original document before generating a pdf version.



⌚ Export the document in a pdf file and open the file.

⌚ Export the document to generate the pdf on your Mac or PC. From now on, the work is done on this pdf.

Here is the most important part of the preparation:

3 ⚡ Reorder the pages of the pdf and orient them correctly (in quarto, some will have to be rotated upside down to be in the right orientation once the folds done).

⌚ Reorder the pdf pages, moving them in Preview in the order below.

16	1	2	15
14	3	4	13
12	5	6	11
10	7	8	9

Help me!

See further in this notice for **Help me !.**

Order would be different if you chose to print landscape pages

This is to be done in the pdf management software (Preview on Mac). Put the pages in the order shown: page 16 first, then 1, 2, 15 (on the first sheet), then 14, 3, etc ...

For this delicate step, in Folio offers a step by step help. Use the. It is detailed a little later in this manual.

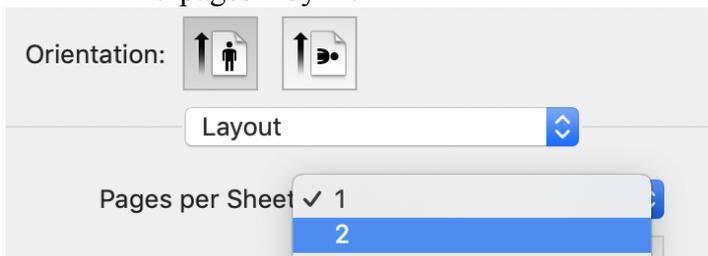
Once the pages are ordered correctly, proceed to printing.

Note: The illustrations of the printer settings depend on your printer model.

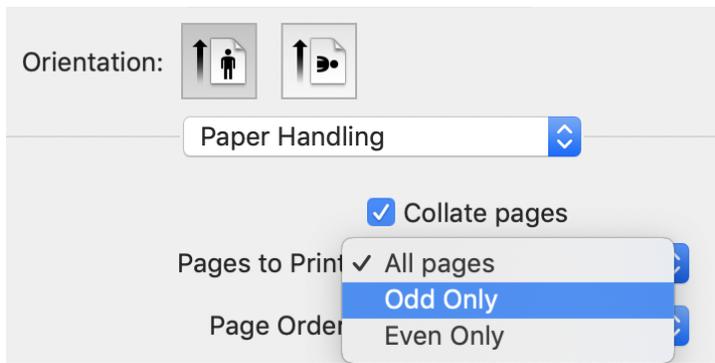
If your printer is only one-sided or you want to print in one-sided only, follow these instructions.

4 ⚡ Print the pdf

- Print pages 2 by 2 :



- Print odd pages first.



④ Print the pdf, 2 pages per sheet (printer in vertical mode), the odd pages first. Flip the sheets back into the printer by swiveling along the SMALL side. The first printed page should be visible on the top. Then print the even pages.

Then, turn over the pack of sheets, turning as shown (here we swivel around the small side of the sheet).

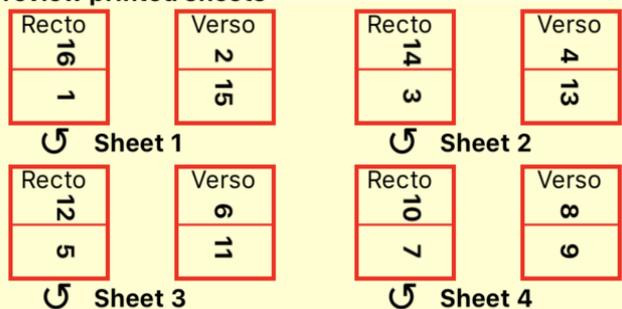
Then print only the even pages.

If your printer prints both-sides, you can either choose the Single-sided mode and proceed as above, or choose both-sides and simply print the pdf regardless of the instruction number 4 above.

5 You can retrieve the pack of sheets in the printer.

If your printer is only one-sided or if you printed one-sided only, put the sheets in order, sheet 1 on the top of the package, page 1 in the position indicated by the drawing (on the right).

Preview printed sheets



⑤ Put the sheets in order; they should appear as in the drawings (front sheet 1 on the top, page 1 RIGHT).

Arrows show how to flip sheets in the printer.

6 Fold the sheets in 2 (to obtain a booklet in Folio); make sure that page 1 appears well in front of you, as on the drawing and fold folding from behind, the small sides on themselves.

<p>⑥ Hold the sheets in WIDTH. Fold the sheets , along the SMALL side.</p> 	<p>⑥ Hold the sheets in HEIGHT. Fold the sheets , along the SMALL side.</p> 
<p>If you selected Portrait pages</p>	<p>If you did NOT select Portrait (but Landscape)</p>

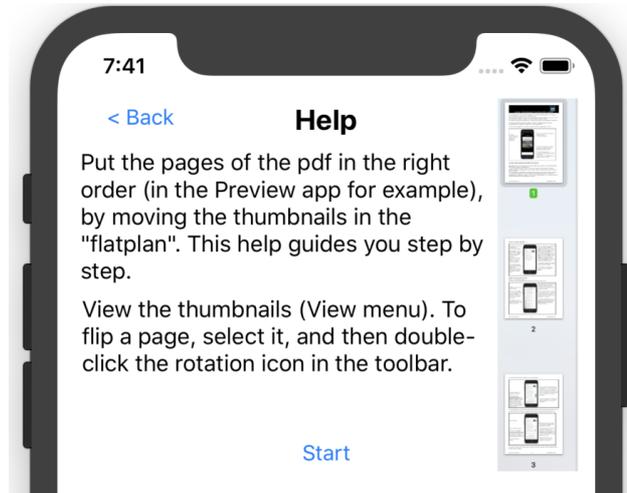
7 If you only have one sheet, it's over. Otherwise, you can staple along the fold, for a perfect finish.

⑦ Staple on the binding.

Help me! To reorder pages in the pdf.

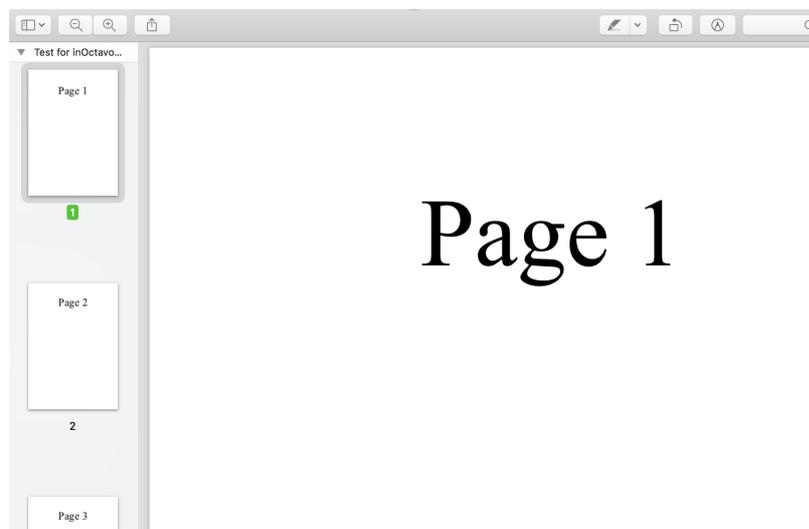
Step 3 is a bit complex, so, in Folio may guide you through, step by step.
Tap on '**Help me!**'

You reach the Help page :



You will have 2 types of operations to do on your Mac or PC, in the pdf document (displayed in Preview on Mac): move a page, to go back in the pdf.
Rotate a page to put it upside down.

Your document should appear like this on your Mac or PC:



On the left, thumbnails in the 'wire' (ask for its display if it is not visible, set its width small enough to see enough thumbnails of pages); on the right the selected page.
At the top right, the tools, including the rotation tool that you will click twice to return the selected page upside down:



Tap on '**Start**' on the iPhone or the iPad.

First step is displayed:

Instruction

3

In pdf: move thumbnail at position 16, BEFORE thumbnail at position 1 (page n°16 of doc)

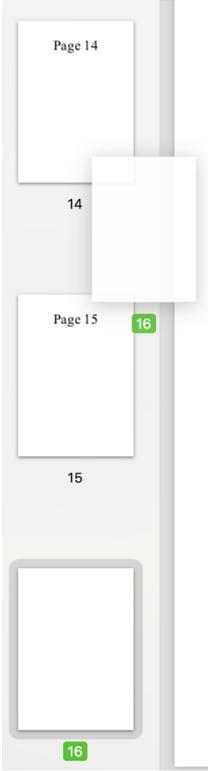
Next

16 → 1

0/16

At the bottom of the instruction area, the requested movement is indicated in the center in red; on the right, the number of pages already placed (here 0) on the total (here 16). Finally, on the left, a button to go to the next instruction once the displacement is done.

On the screen of the Mac or PC, you make this move as follows:

	<p>As shown, enter (on the Mac or PC) the thumbnail number (16 here)</p> <p>drag it to its new position, BEFORE the thumbnail indicated (here 1)</p> <p>While dragging, the display shows the thumbnail being moved.</p>
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Then, tap 'Next' to proceed with next move.

Follow the instructions **carefully**.

For example, here, move the thumbnail to position 16 (it's not the same as in the first step!) Before the thumbnail now in position 4 (this is actually page 15 of your document).

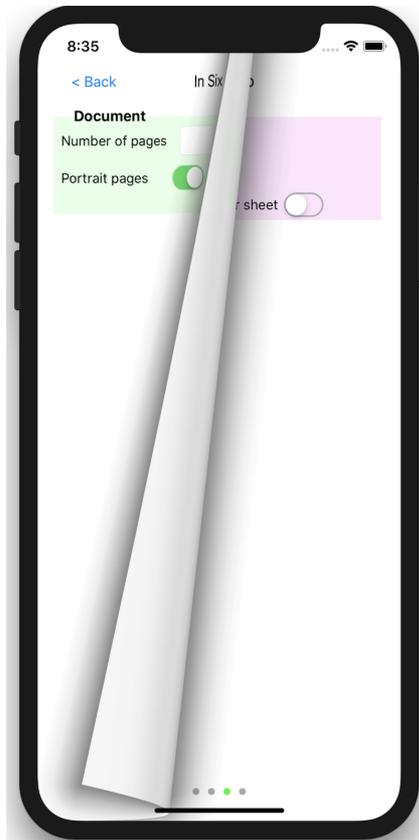
Thumbnails already moved are shown in their new order as 'Pages already sorted'.

Do this until all the moves have been made.

A '**Completed**' will let you know. You can tap on it.

Select another booklet format

If the in Folio booklet format does not suit you and you prefer for example a booklet in Quarto (4 pages per sheet, folding in 4 so), or in Six or in Octavo, turn the page with your finger:



You can also return to the Home screen and tap the icon of the chosen format.

in Quarto format

The method is identical to the format in Folio. With a few minor variations:

- the background is light blue instead of pale yellow



- At step 3, you will have to flip some pages head down, ; they are marked with a down pointing arrow :

③ Reorder the pages of the pdf, moving them in Preview in the order below; pages marked ↓ MUST be flipped upside down. **Help me!**

9↓	8↓	16	1
7↓	10↓	2	15
11↓	6↓	14	3
5↓	12↓	4	13

- The help instructions are adapted accordingly, showing these reversal arrows:

Instruction

In pdf: move thumbnail at position 10, BEFORE thumbnail at position 5 (page n°7 of doc). FLIP it upside down

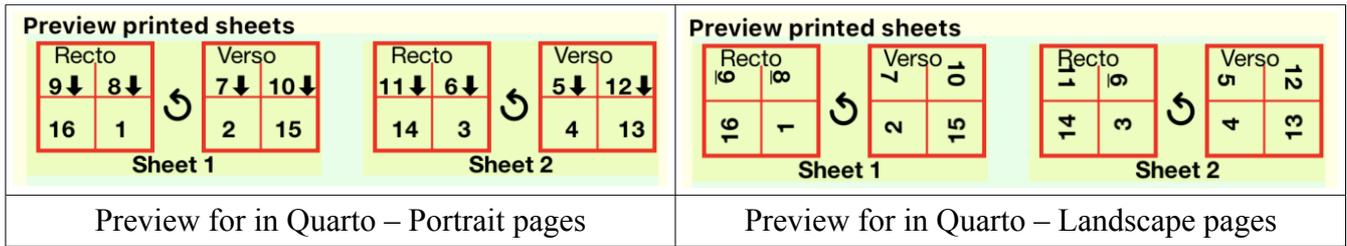
Pages already in order
9↓, 8↓, 16, 1

Next

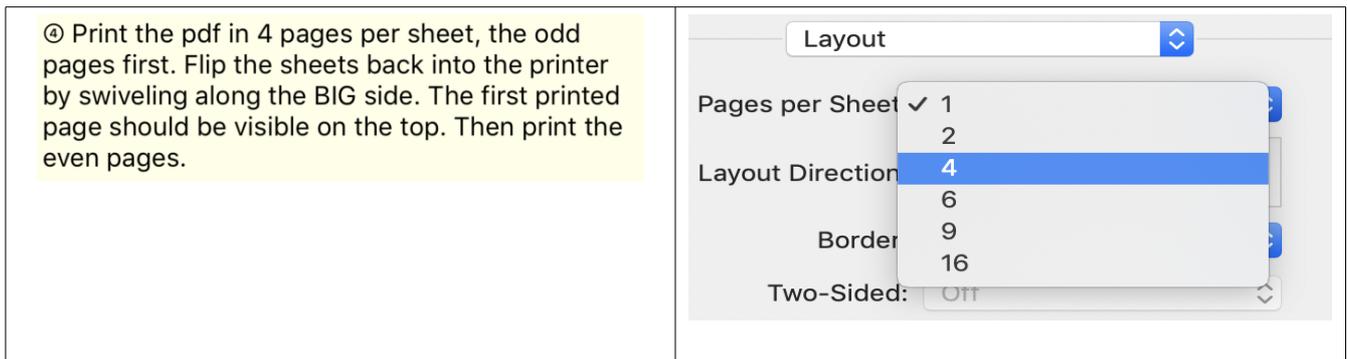
10 → 5↓

4/16

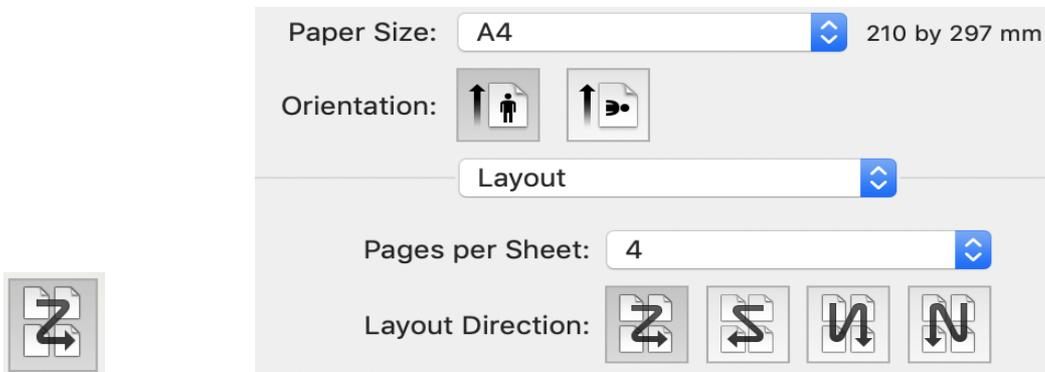
– the preview of printed sheets also shows 4 pages per side, with the arrows:



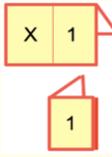
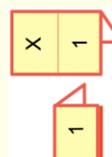
– At step 4, you have to print 4 pages per sheet, and of course specify it to your printer (on Mac or PC)



Note: your printer may ask you how to print the 4 pages on a sheet: then choose the left-> right and up-> down setting (usually the default setting).



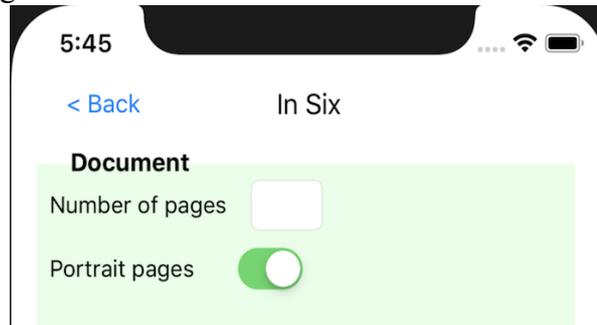
- Steps 6 and 7 of folding and cutting are adapted:

<p>⑥ Hold the sheets in HEIGHT. Fold the sheets 2 times, first along the SMALL side.</p>  <p>⑦ Separate the sheets by cutting 2 folds at the TOP of the page. Staple on the binding.</p> 	<p>⑥ Hold the sheets in HEIGHT. Fold the sheets 2 times, first along the SMALL side.</p>  <p>⑦ Separate the sheets by cutting 2 folds at the RIGHT of the page. Staple on the binding.</p> 
In Quarto Folding and cutting - Portrait pages	In Quarto Folding and cutting - Landscape pages

in Six format

The method is identical to the format in Folio. With a few minor variations :

- background turns light green



- At step 3, you will have to flip some pages head down; they are marked with a down pointing arrow

③ Reorder the pages of the pdf, moving them in Preview in the order below; pages marked ↓ MUST be flipped upside down. **Help me!**

24	1	13↓	12↓	20	5
2	23	11↓	14↓	6	19
22	3	15↓	10↓	18	7
4	21	9↓	16↓	8	17

- The help instructions are adapted accordingly, showing these reversal arrows:

Instruction

In pdf: move thumbnail at position 10, BEFORE thumbnail at position 5 (page n°7 of doc). FLIP it upside down

Pages already in order
9↓, 8↓, 16, 1

Next

10 → 5↓

4/16

- the preview of printed sheets also shows 6 pages per side, with arrows:

<p>Preview printed sheets</p> <p>Sheet 1 Sheet 2</p>	<p>Preview printed sheets</p> <p>Sheet 1 Sheet 2</p>
Preview for in Six – Portrait pages	Preview for in Six – Landscape pages

– At step 4, you know you have to print 6 pages per sheet, and of course specify it to your printer (on Mac or PC)

<p>Ⓢ Print the pdf in 6 pages per sheet (printer vertical mode), the odd pages first. Flip the sheets back into the printer by swiveling along the BIG side. The first printed page should be visible on the top. Then print the even pages.</p>	<p>Select 6</p>
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Note: your printer may ask you how to print the 6 pages on a sheet: then choose the left-> right and up-> down setting (usually the default setting)..

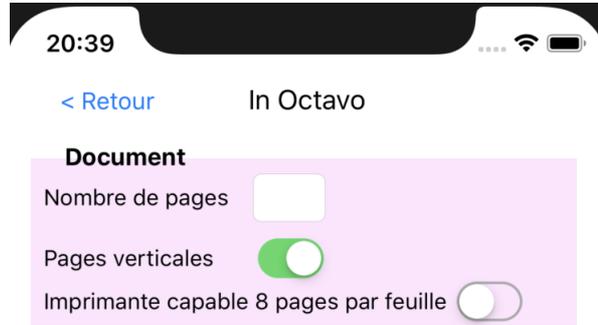
– Steps 6 and 7, of folding and cutting are adapted :

<p>Ⓢ Hold the sheet in HEIGHT. Fold the sheet 3 times, first the LOWER third, then the LOWER third again and finally the LEFT part. Page 1 must always be visible in front at TOP.</p> <p>Ⓢ Separate the sheets by cutting 2 folds at TOP and at BOTTOM of the page. Staple on the binding.</p>	<p>Ⓢ Hold the sheet in HEIGHT. Fold the sheet 3 times, first the UPPER third, then the UPPER third again and finally the LEFT part. Page 1 must always be visible in front at BOTTOM.</p> <p>Ⓢ Separate the sheets by cutting 2 folds at TOP and at BOTTOM of the page. Staple on the binding.</p>
In Six Folding and cutting - Portrait pages	In Six Folding and cutting - Landscape pages

in Octavo format

The method remains similar. With a few minor variations :

- background turns light magenta



- a new setting is proposed depending on whether your printer can print 8 pages per sheet (some can print 6, 9, but not 8); if the printer is not capable of 8 pages per sheet, you will have to do some extra manipulation, but you can do it in Octavo.
- the preview of printed sheets also shows 8 pages per side, with arrows:

Preview printed sheets	Preview printed sheets
<p style="text-align: center;">Sheet 1</p>	<p style="text-align: center;">Sheet 1</p>
Preview for in Octavo – Portrait pages	Preview for in Octavo – Landscape pages

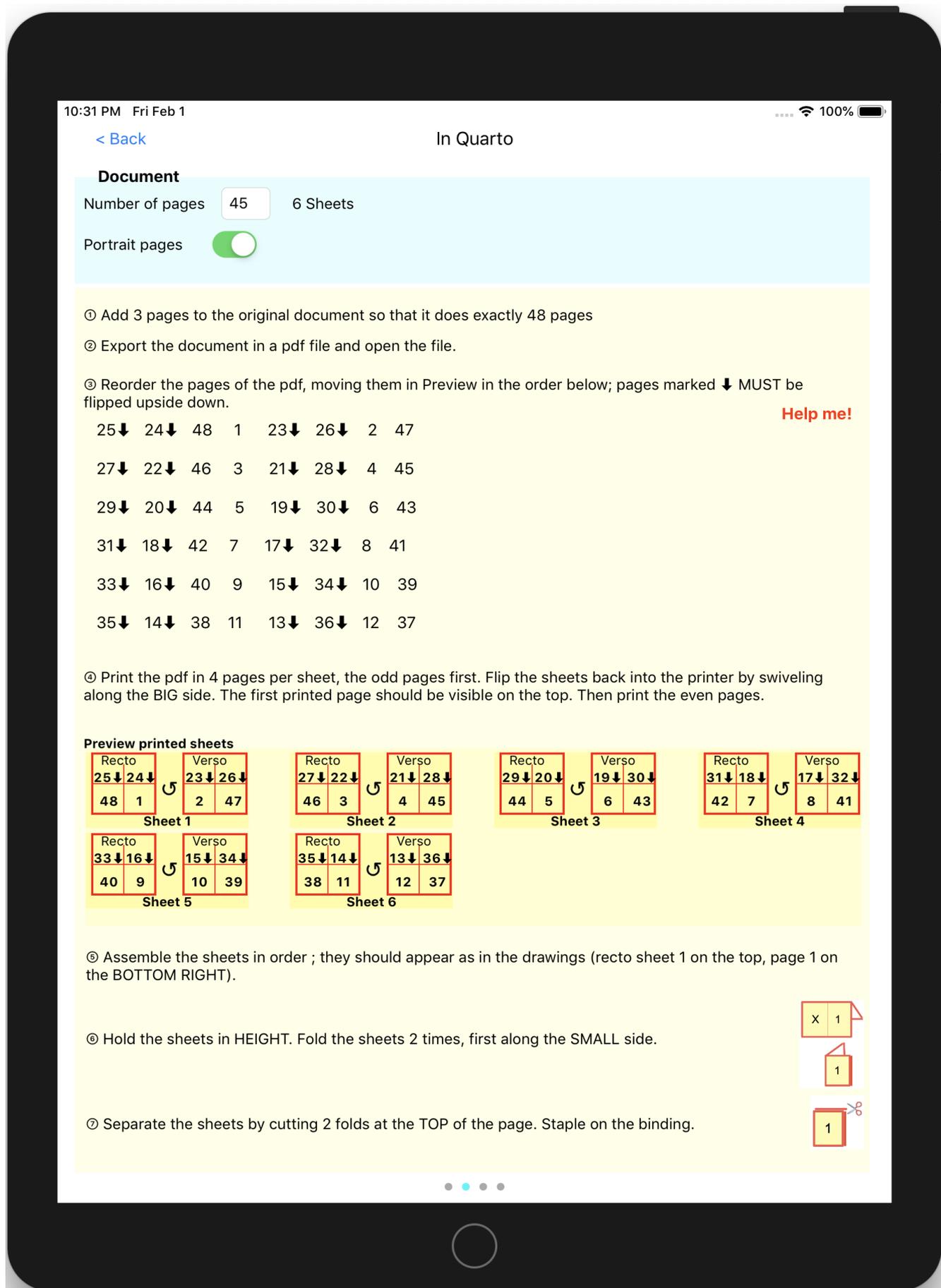
- At step 4, you know you have to print 8 pages per sheet, and of course specify it to your printer (on Mac or PC)

<p>Portrait pages <input type="checkbox"/></p> <p>Printer can print 8 pages per sheet <input checked="" type="checkbox"/></p>	<p>Portrait pages <input type="checkbox"/></p> <p>Printer can print 8 pages per sheet <input type="checkbox"/></p>
<p>④ Your printer CAN print 8 pages per sheet: Print the pdf, 8 pages per sheet (printer vertical mode), the odd pages first. Flip the sheets into the printer by swiveling along the SHORT side. The first printed page should be visible on the top. Then print the even pages.</p>	<p>④ Your printer CANNOT print 8 pages per sheet: print in a new pdf, 2 sheets per page (printer in vertical mode). Then print this new pdf, 4 pages per sheet (printer in vertical mode), in the order TOP DOWN then LEFT RIGHT, the odd pages first. Flip the sheets back into the printer by swiveling along the SMALL side. The first printed page should be visible on the top. Then print the even pages.</p>

- Steps 6 and 7, of folding and cutting are adapted :

<p>⑥ Hold the sheets in WIDTH. Fold the sheets 3 times, first along the SMALL side. Page 1 must always be visible in front at BOTTOM RIGHT.</p>	<p>⑥ Hold the sheets in WIDTH. Fold the sheets 3 times, first along the SMALL side. Page 1 must always be visible in front at BOTTOM RIGHT.</p>
<p>⑦ Separate the sheets by cutting 2 folds at TOP of the page and 2 folds at RIGHT. Staple on the binding.</p>	<p>⑦ Separate the sheets by cutting 2 folds at TOP of the page and 2 folds at RIGHT. Staple on the binding.</p>
In Octavo Folding and cutting - Portrait pages	In Octavo Folding and cutting - Landscape pages

On your iPad, in Folio king size



IMPORTANT NOTICE

In Folio is meant to help you, but can not guarantee the result that may depend on your particular printer.

In the event of a significant discrepancy, Alphanums should be informed using the means of contact indicated in the Appstore or write directly to support@alphanumsoft.com.

PRIVATE DATA PROTECTION

In Folio does not collect any user data. Everything remains only in the personal environment of your iPhone or iPad.