



In Folio – Helps printing booklets

In Folio assists you in the preparation and realization of your impressions, to create booklets assembled, folded, stapled like real books, from simple pdf.

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 5 languages: English, French, German, Spanish, Italian, and automatically adapts to the setting of your iPhone or iPad.

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

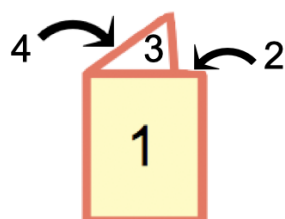
What problem does in Folio solve?

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.

Prett easy.

Now 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.

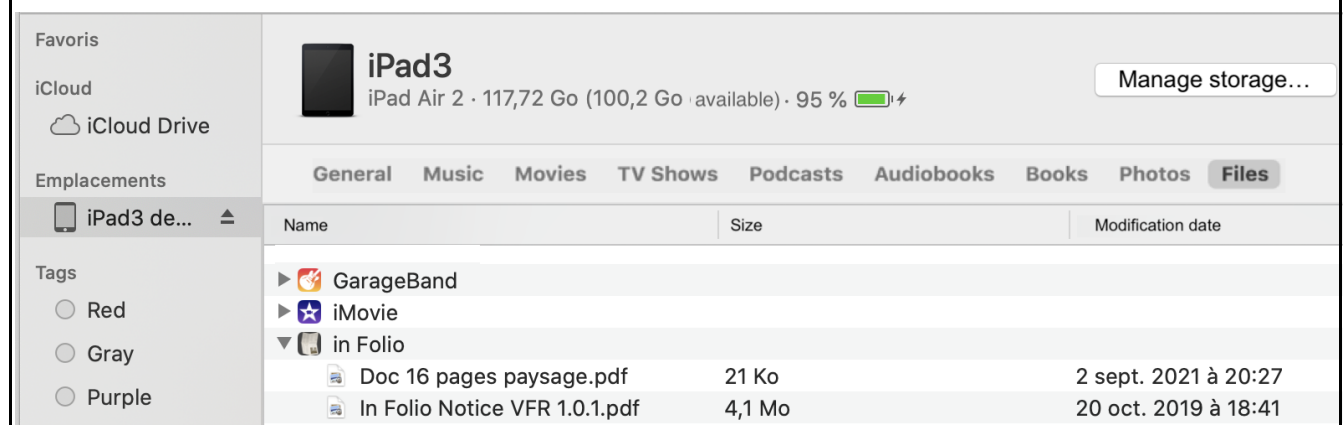
<p>? : quick online help.</p> <p>Tap In Folio to see the version number.</p>		<p>The flag tells you of the current language of the iPhone. To change it, go through the general settings of the iPhone.</p> <p>- 4 buttons to choose the booklet you want to create: - folio (pages folded in 2) - in quarto (folded in 4) - one six (folded in 6) - in octavo (folded in 8)</p>
--	--	--

For each type of booklet, we will detail how to make it, in Automatic or Manual mode.

First create a pdf from the document you want to print in booklet.
For automatic mode, transfer the document pdf from the Mac into InFolio document folder (of iPhone or iPad) :

To transfer original file from Mac to iPhone/iPad:

- connect the iPhone/iPad with USB
- Open any folder on the Mac
- Select your iPhone/iPad on the left pane of the window,
- Select Files tab
- Drag and drop the original pdf file onto 'In Folio' app

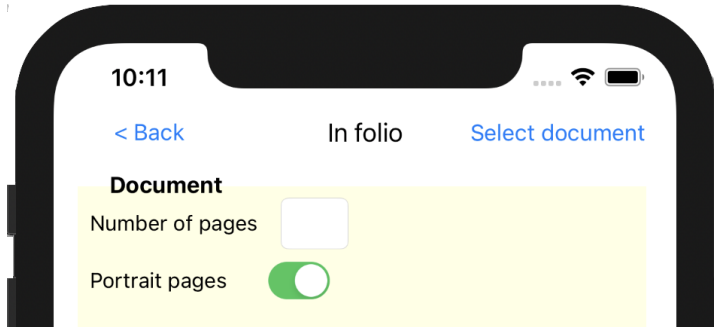


Prepare an in Folio booklet

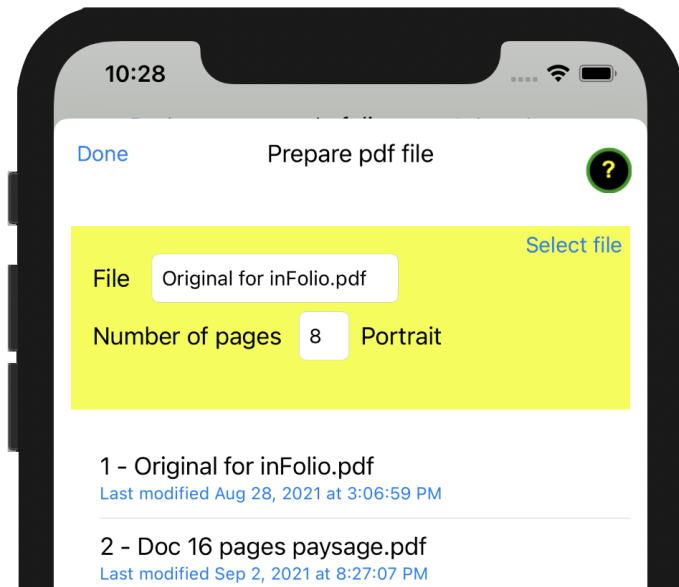
Let's start with automatic mode, the easiest to use.

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

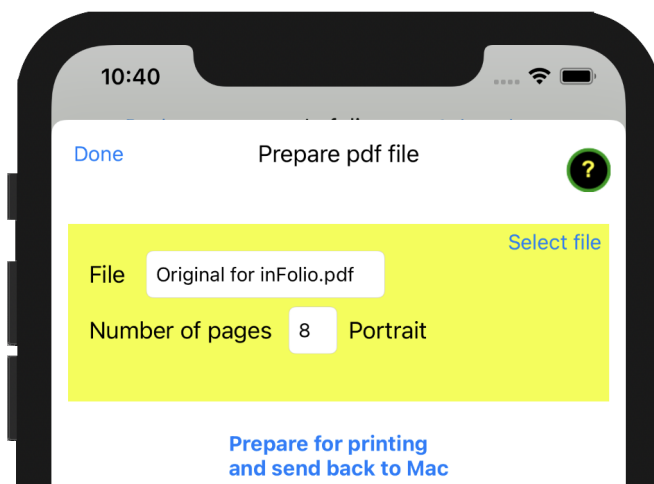
The screen prompts you to choose between automatic or manual mode: click on 'Choose document' to select the document to process.



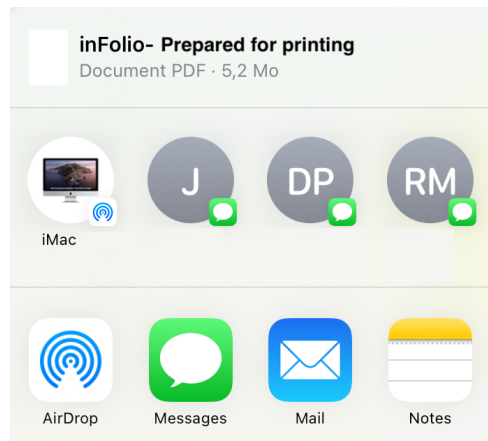
- select document in the list :



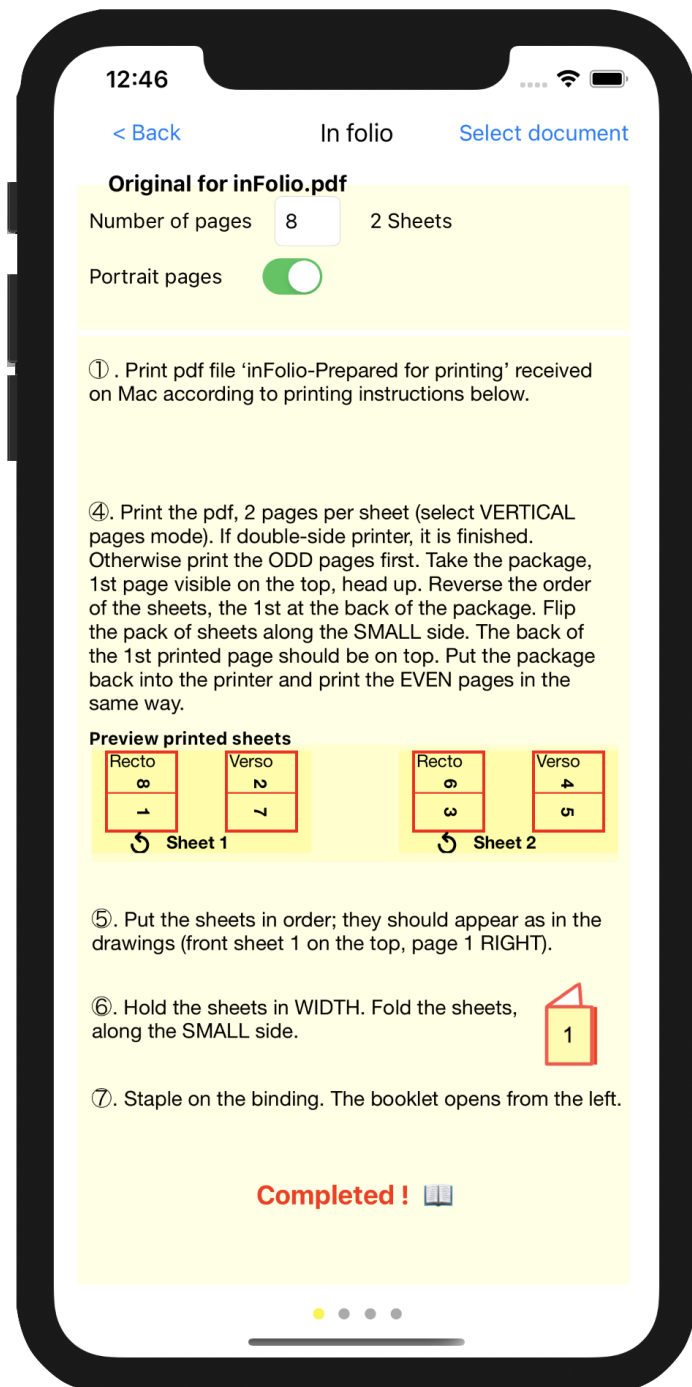
- The number of pages of the pdf as well as the orientation of the pages is indicated.
- Prepare the document (ordering the pages for the booklet format) by clicking on the button (flashing):



- After a few seconds waiting, select the transfer mode (imple st is to use AirDrop)



- Follow instructions very carefully for the booklet to print correctly.



NOTE: all the details are important to end up with a booklet with the pages in the right order and in the right direction.

- These instructions may exceed the limits of the screen. Scroll up to see more.
- The name of the file you need to open on the Mac (in the Downloads folder) is listed at the top.
- The number of pages as well as the number of sheets of the booklet has been calculated: note that blank pages could be added to have the exact number of pages of the booklet.

Start printing the file received on the Mac.

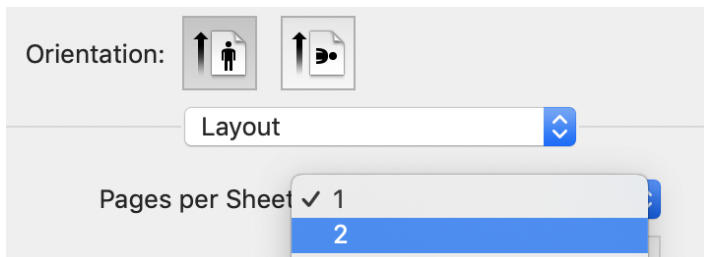
Note: The illustrations of the printer settings depend on your printer model.

If your printer is only one-sided or you want to print in one-sided only, follow instructions 4. Otherwise, simply print 2 pages per sheet, printer in VERTICAL mode.

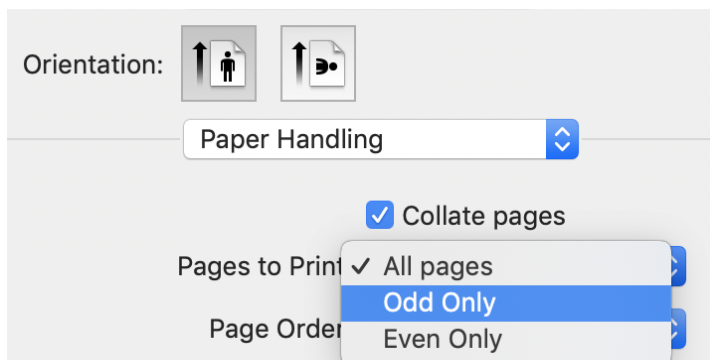
Let's now detail those instructions to print as explained in point 4 :

④. Print the pdf, 2 pages per sheet (select VERTICAL pages mode). If double-side printer, it is finished. Otherwise print the ODD pages first. Take the package, 1st page visible on the top, head up. Reverse the order of the sheets, the 1st at the back of the package. Flip the pack of sheets along the SMALL side. The back of the 1st printed page should be on top. Put the package back into the printer and print the EVEN pages in the same way.

- Print pages 2 by 2, while selecting VERTICAL mode for printer :



- Print **ODD** pages first.



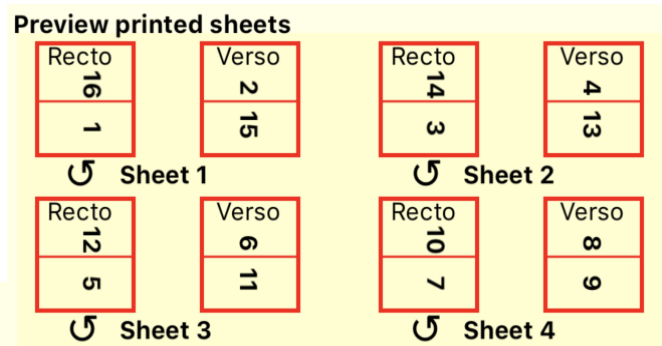
Next, you have to reverse the order of sheets: the one which was on the top of the package to go to the bottom, the second to before last, etc ...

- Take the package, 1st page visible on the top, head up. Reverse the order of the leaves, the 1st at the bottom of the package.
- Then flip the leaf bundle along the SMALL side. The back of the 1st printed page must be on top (we see a blank unprinted page).
- Put the package back in the printer and print the EVEN pages in the same way. This means 2

pages per sheet, VERTICAL orientation, selection of only even pages.

After printing, put the pages back in the correct order if needed before folding. This is step 5.



- Put the sheets back in order, front sheet 1 on top of the package, page 1 in the position indicated by the drawing (here on the right when you hold the sheets horizontally).
- Check that the printed sheets match the Preview of printed Sheets.



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

Round arrows show how to flip the pack of sheets.

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.

Depending to pages orientation, booklet will open differently :

7. Staple on the binding. The booklet opens from the top.

as a notebook for horizontal pages,

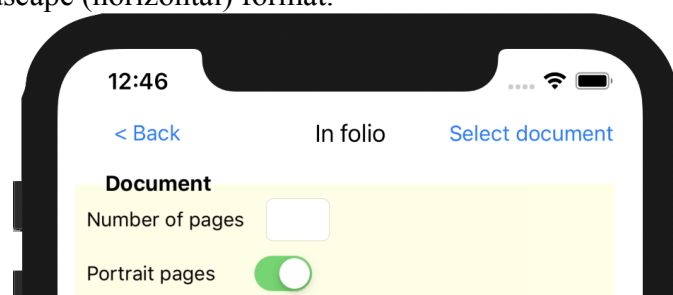
7. Staple on the binding. The booklet opens from the left.

as a book for vertical pages.

You can perform the preparation operations in manual mode ...

In case you have trouble transferring files between Mac and iPhone or iPad ...

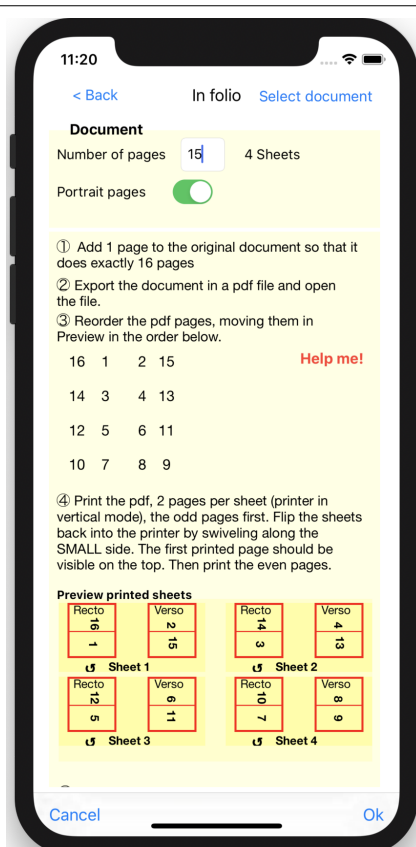
The same screen is displayed: indicate the number of pages of your original document. As well as its Portrait (vertical) or landscape (horizontal) format.



Note: for a folio booklet, the screen background is sand color. We will see other colors for the other formats.

< **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.



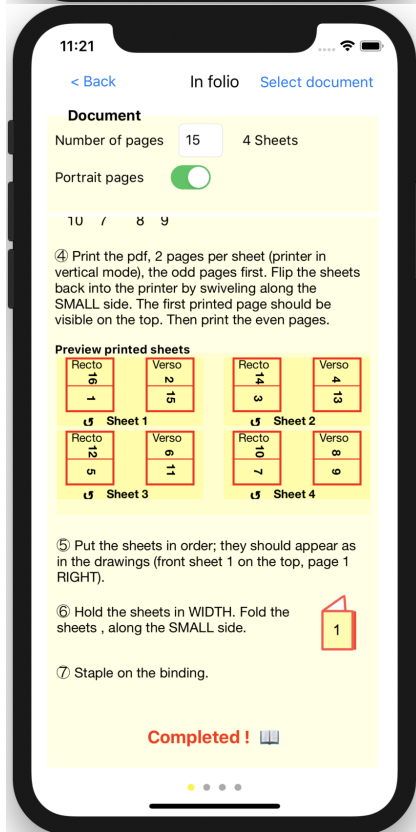
Mode in Folio, on a sand background.

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 for manual mode

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

① Imagine that the initial document is 3 pages long. On the booklet, page 4 will be left blank. However, you will need to print it in position for page 4. 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.

Document
Number of pages 4 Sheets

⌚ 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 3 ⚙, 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.

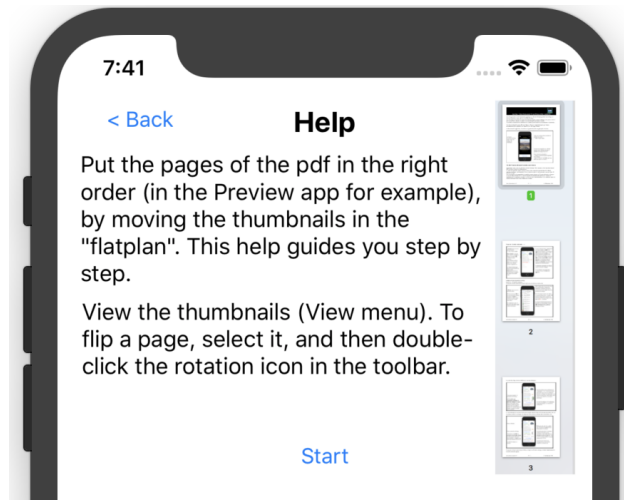
Note: The illustrations of the printer settings depend on your printer model.

Proceed exactly as for automatic mode.

Help me! To reorder pages in the pdf.

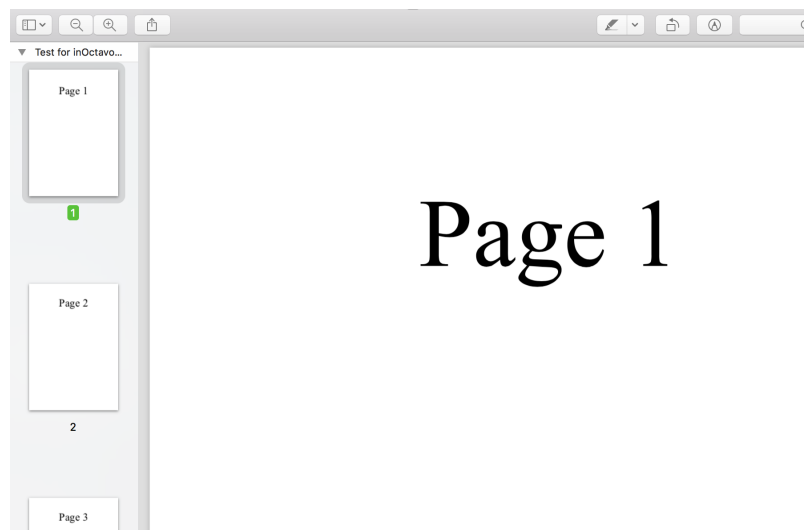
Step 3 ⚙ is a bit complex, so, in Folio may guide you through, step by step. Tap on '**Help me!**'

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.
For in Quarto, in Six et in Octavo printing, 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

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>
---	--

Then, tap **'Next'** to proceed with next move.

Follow the instructions **carefully**.

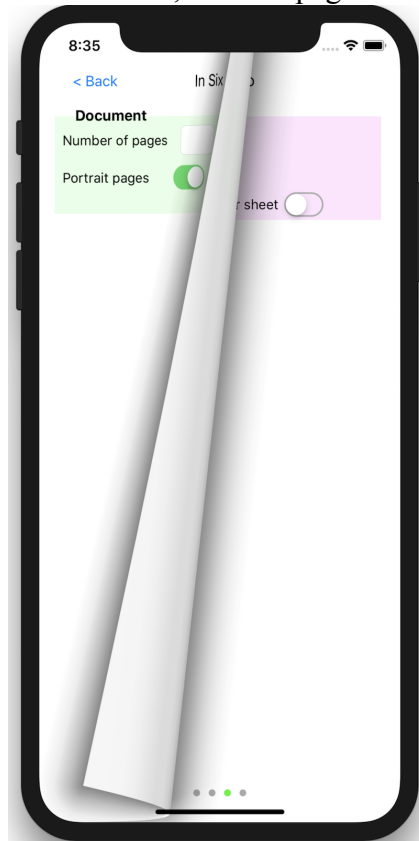
For example, here,

- 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

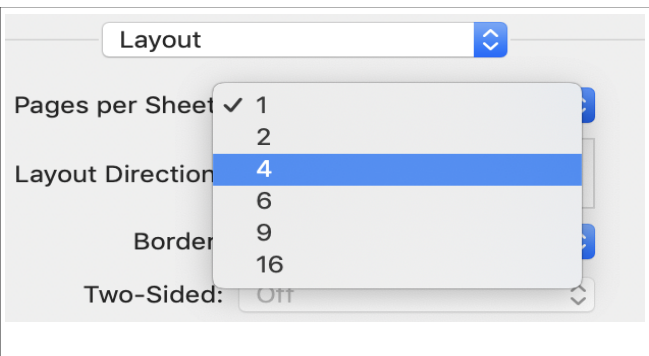
The method is very similar to the one for in Folio.

Let's start with the automatic mode.

The main difference is in the printing and then folding and cutting instructions.

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

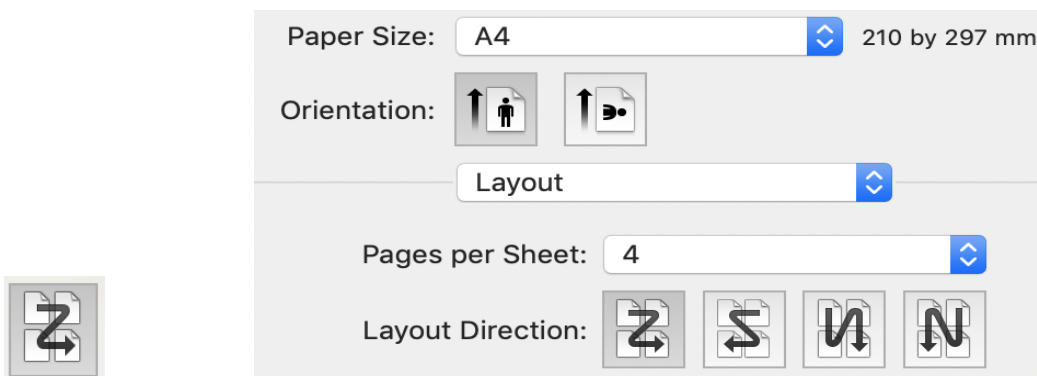
④. Print the pdf in 4 pages per sheet (printer VERTICAL mode). If duplex printer, it is finished. Otherwise print the ODD pages first. Take the package, 1st page visible on the top, head up. Reverse the order of the leaves, the 1st at the back of the package. Flip the pack of sheets by swiveling along the BIG side. The 1st printed page should be on the top. Put the pack into the printer and print the EVEN pages in the same way.



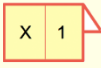


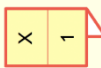


You have to use VERTICAL printing mode.

Note: your printer may ask you how to print the 4 pages on a sheet: if so, choose the left-> right and

up-> down setting (usually the default setting).



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

<p>⑤. Hold the sheet in HEIGHT. Fold the sheet 2 times, first along the SMALL side.</p>   <p>⑥. Separate the sheets by cutting 2 folds at the TOP. Staple on the binding. The booklet opens from the left.</p> 	<p>⑤. Hold the sheet in HEIGHT. Fold the sheet 2 times, first along the SMALL side.</p>   <p>⑥. Separate the sheets by cutting 2 folds at the RIGHT. Staple on the binding. The booklet opens from the top.</p> 
<p>In Quarto Folding and cutting - Portrait pages</p>	<p>In Quarto Folding and cutting - Landscape pages</p>

Observe the folding steps carefully. The number 1 symbolizes page 1 of your document which you should see in the drawn position.

The scissors show you where to cut precisely.

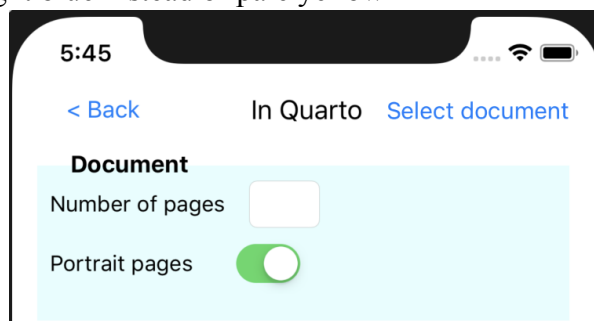
The booklet opens

- in notebook mode if the pages are horizontal,
- in book mode if the pages are vertical.

You can perform the preparation operations in manual mode ...

The same screen is displayed: indicate the number of pages of your original document. As well as its Portrait (vertical) or landscape (horizontal) format. With some 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

- Rotating page is done with rotation tool : click twice to rotate the page to turn upside down :



- 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; the vertical arrows indicate an upside down page turn (step 3 ↕), the curved arrows a sheet turn (step 5 ↻).

Preview printed sheets		Preview printed sheets																																																																	
<table border="1"> <tr> <td>Recto</td> <td></td> <td>Verso</td> <td></td> </tr> <tr> <td>9↓</td> <td>8↓</td> <td>7↓</td> <td>10↓</td> </tr> <tr> <td>16</td> <td>1</td> <td>2</td> <td>15</td> </tr> <tr> <td colspan="2">Sheet 1</td> <td colspan="2">Sheet 2</td> </tr> </table>	Recto		Verso		9↓	8↓	7↓	10↓	16	1	2	15	Sheet 1		Sheet 2		<table border="1"> <tr> <td>Recto</td> <td></td> <td>Verso</td> <td></td> </tr> <tr> <td>11↓</td> <td>6↓</td> <td>5↓</td> <td>12↓</td> </tr> <tr> <td>14</td> <td>3</td> <td>4</td> <td>13</td> </tr> <tr> <td colspan="2">Sheet 1</td> <td colspan="2">Sheet 2</td> </tr> </table>	Recto		Verso		11↓	6↓	5↓	12↓	14	3	4	13	Sheet 1		Sheet 2		<table border="1"> <tr> <td>Recto</td> <td></td> <td>Verso</td> <td></td> </tr> <tr> <td>6</td> <td>8</td> <td>7</td> <td>10</td> </tr> <tr> <td>16</td> <td>1</td> <td>2</td> <td>15</td> </tr> <tr> <td colspan="2">Sheet 1</td> <td colspan="2">Sheet 2</td> </tr> </table>	Recto		Verso		6	8	7	10	16	1	2	15	Sheet 1		Sheet 2		<table border="1"> <tr> <td>Recto</td> <td></td> <td>Verso</td> <td></td> </tr> <tr> <td>11</td> <td>9</td> <td>5</td> <td>12</td> </tr> <tr> <td>14</td> <td>3</td> <td>4</td> <td>13</td> </tr> <tr> <td colspan="2">Sheet 1</td> <td colspan="2">Sheet 2</td> </tr> </table>	Recto		Verso		11	9	5	12	14	3	4	13	Sheet 1		Sheet 2	
Recto		Verso																																																																	
9↓	8↓	7↓	10↓																																																																
16	1	2	15																																																																
Sheet 1		Sheet 2																																																																	
Recto		Verso																																																																	
11↓	6↓	5↓	12↓																																																																
14	3	4	13																																																																
Sheet 1		Sheet 2																																																																	
Recto		Verso																																																																	
6	8	7	10																																																																
16	1	2	15																																																																
Sheet 1		Sheet 2																																																																	
Recto		Verso																																																																	
11	9	5	12																																																																
14	3	4	13																																																																
Sheet 1		Sheet 2																																																																	
Preview for in Quarto – Portrait pages		Preview for in Quarto – Landscape pages																																																																	

Once the pages are ordered correctly, proceed to printing.

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

Proceed exactly as for automatic mode.

in Six format

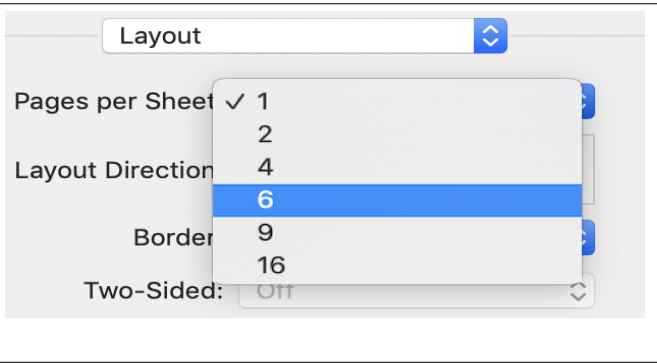
The method is very similar to the one for in Folio or in Quarto.

Let's start with the automatic mode.

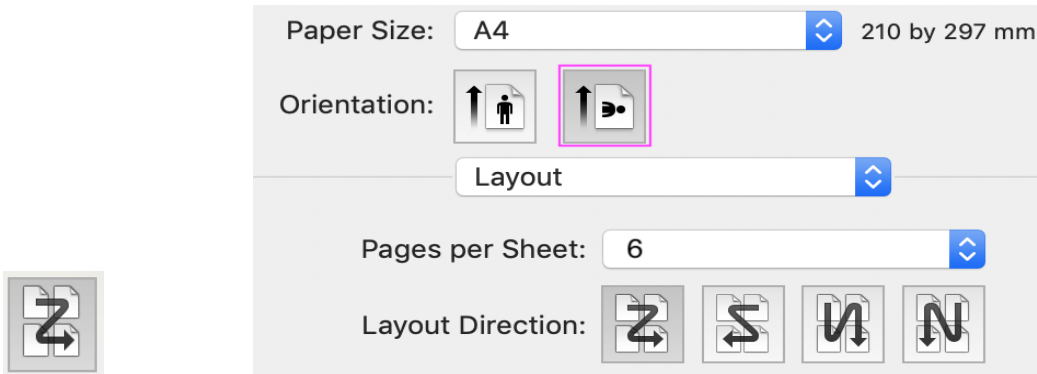
The main difference is in the printing and then folding and cutting instructions.

- At step 4 ↕, you know ave to print 6 pages paer sheet, and of course specify it to your printer (on Mac or PC)

④. Print the pdf in 6 pages per sheet (printer HORIZONTAL mode). If duplex printer, it is finished. Otherwise print the ODD pages first. Take the package, 1st page visible on the top, head up. Reverse the order of the leaves, the 1st at the back of the package. Flip the pack of sheets by swiveling along the BIG side. The 1st printed page should be on the top. Put the pack into the printer and print the EVEN pages in the same way.

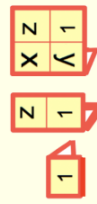
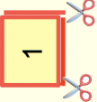
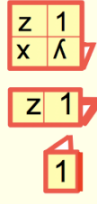
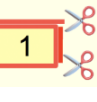


Note: your printer may ask you how to print the 6 pages on a sheet: then choose the left-> right and up-> down setting (usually the default setting)..



You have to use HORIZONTAL printing mode.

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

<p>⑤. 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>⑥. Separate the sheets by cutting 2 folds at TOP and at BOTTOM. Staple on the binding. The booklet opens from the top.</p> 	<p>⑤. 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>⑥. Separate the sheets by cutting 2 folds at TOP and at BOTTOM. Staple on the binding. The booklet opens from the left.</p> 
<p>In Six Folding and cutting - Portrait pages</p>	<p>In Six Folding and cutting - Landscape pages</p>

Observe the folding steps carefully. The number 1 symbolizes page 1 of your document which you should see in the drawn position.

The scissors show you where to cut precisely.

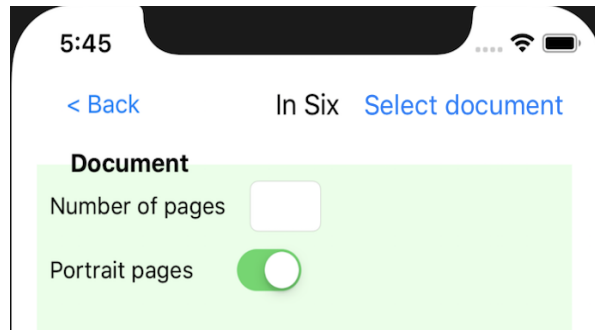
The booklet opens

- in notebook mode if the pages are horizontal,
- in book mode if the pages are vertical.

You can perform the preparation operations in manual mode ...

The same screen is displayed: indicate the number of pages of your original document. As well as its Portrait (vertical) or landscape (horizontal) format. With some variations:

- background is 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

– Rotating page is done with rotation tool : click twice to rotate the page to turn upside down :



– Help instructions are adapted accordingly, showing these reversal arrows; the vertical arrows indicate an upside down page turn (step 3), the curved arrows a sheet turn (step 5).

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

Preview printed sheets	Preview printed sheets																																																
<table border="1"> <tr> <td>Recto</td><td>24</td><td>1</td><td>Verso</td><td>2</td><td>23</td> </tr> <tr> <td></td><td>13↓</td><td>12↓</td><td></td><td>11↓</td><td>14↓</td> </tr> <tr> <td></td><td>20</td><td>5</td><td></td><td>6</td><td>19</td> </tr> <tr> <td colspan="3">Sheet 1</td><td colspan="3">Sheet 2</td> </tr> </table>	Recto	24	1	Verso	2	23		13↓	12↓		11↓	14↓		20	5		6	19	Sheet 1			Sheet 2			<table border="1"> <tr> <td>Recto</td><td>20</td><td>5</td><td>Verso</td><td>6</td><td>19</td> </tr> <tr> <td></td><td>13↓</td><td>12↓</td><td></td><td>11↓</td><td>14↓</td> </tr> <tr> <td></td><td>24</td><td>1</td><td></td><td>2</td><td>23</td> </tr> <tr> <td colspan="3">Sheet 1</td><td colspan="3">Sheet 2</td> </tr> </table>	Recto	20	5	Verso	6	19		13↓	12↓		11↓	14↓		24	1		2	23	Sheet 1			Sheet 2		
Recto	24	1	Verso	2	23																																												
	13↓	12↓		11↓	14↓																																												
	20	5		6	19																																												
Sheet 1			Sheet 2																																														
Recto	20	5	Verso	6	19																																												
	13↓	12↓		11↓	14↓																																												
	24	1		2	23																																												
Sheet 1			Sheet 2																																														
Preview for in Six – Portrait pages	Preview for in Six – Landscape pages																																																

Once the pages are ordered correctly, proceed to printing.

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

Proceed exactly as for automatic mode.

in Octavo format

The method remains similar to in Folio, in Quarto or in Sixt.

Let's start with the automatic mode.

The main difference is in the printing and then folding and cutting instructions. Particularly because your printer may not have the 8 pages per sheet option. In this case, you will proceed in 2 steps as we will detail it.

- 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)
- If your printer can print 8 pages per sheet, it's straightforward and the same whether the pages are vertical or horizontal:

Portrait pages

Printer can print 8 pages per sheet

④ Your printer CAN to print 8 pages per sheet: Print the pdf, 8 pages per sheet (VERTICAL printer mode). If duplex printer, it is finished. Otherwise print the ODD pages first. Take the package, 1st page on the top, head up. Reverse the order of the leaves, the 1st at the bottom of the package. Flip the leaves along the SMALL side. The 1st printed page should be visible on top. Put the package back in the printer and print the EVEN pages in the same way.

Take care to use VERTICAL printing mode.

If your printer cannot print 8 pages per sheet, the operation consists of 2 steps:

- first create an intermediate pdf file, printing 2 pages per sheet, in vertical printer mode.

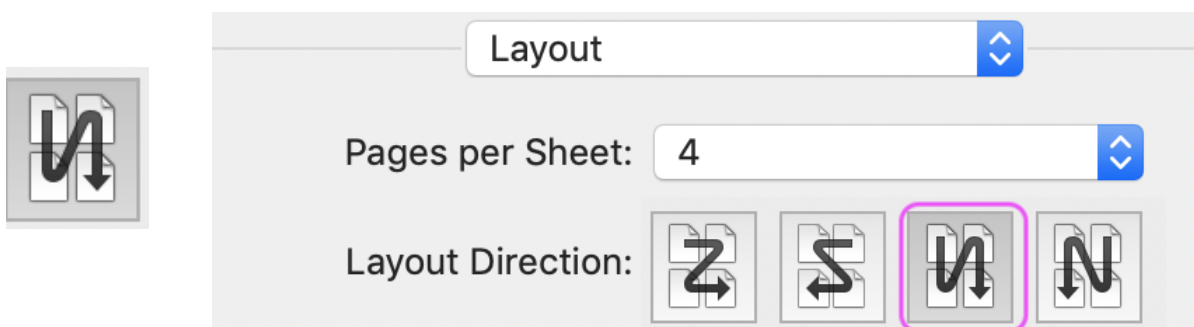
The easiest way is to open this print directly in Preview, but you can also save a pdf

- It is this intermediate pdf which will now be printed 4 pages per sheet (2 * 4 = 8 !!!)

Portrait pages <input type="checkbox"/>	Printer can print 8 pages per sheet <input type="checkbox"/>	Portrait pages <input checked="" type="checkbox"/>	Printer can print 8 pages per sheet <input type="checkbox"/>
<p>④ Your printer CANNOT print 8 pages per sheet: print in a new pdf (or in Preview), 2 pages per sheet (VERTICAL printer mode). Then print this new pdf, 4 pages per sheet (VERTICAL printer mode), in the order TOP to BOTTOM then LEFT to RIGHT. If duplex printer, it is finished. Otherwise print the ODD pages first. Take the package, 1st page on the top, head up. Reverse the order of the leaves, the 1st at the bottom of the package. Flip the leaves along the SMALL side. The 1st printed page should be visible on top. Print the EVEN pages in the same way.</p>		<p>④ Your printer CANNOT print 8 pages per sheet: print in a new pdf (or in Preview), 2 pages per sheet (VERTICAL printer mode). Then print this new pdf, 4 pages per sheet (HORIZONTAL printer mode). If duplex printer, it is finished. Otherwise print the ODD pages first. Take the package, 1st page on the top, head up. Reverse the order of the leaves, the 1st at the bottom of the package. Flip the leaves along the SMALL side. The 1st printed page should be visible on top. Print the EVEN pages in the same way.</p>	
Impression in Octavo – vertical pages (Portrait)		Impression in Octavo – horizontal pages (Landscape)	

Note the mode instructions for the printer:

- If the pages are vertical, a different "zig-zag" must be used: UP and DOWN, then LEFT RIGHT

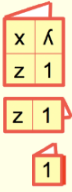

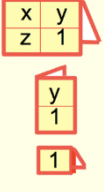



- if the pages are vertical (Portrait), the second phase (4 pages per sheet) is done in VERTICAL

printer mode.

- Otherwise, it is in HORIZONTAL mode.

- Steps 6 and 7, of folding and cutting are adapted : Note that the cutouts are different (scissor positions) depending on whether the pages are vertical or horizontal.

<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 and at RIGHT. Staple on the binding. The booklet opens from the left.</p> 	<p>⑥. Hold the sheets in HEIGHT. 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 BOTTOM and at LEFT. Staple on the binding. The booklet opens from the top.</p> 
In Octavo Folding and cutting - Portrait pages	In Octavo Folding and cutting - Landscape pages

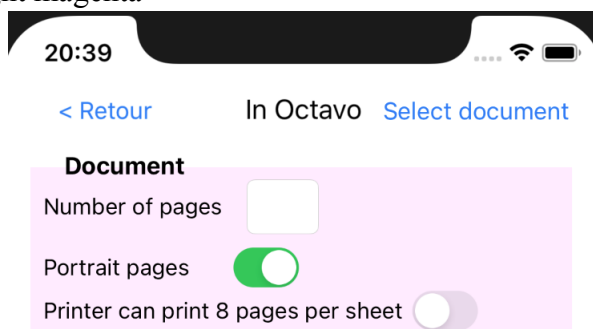
The booklet opens

- in notebook mode if the pages are horizontal,
- in book mode if the pages are vertical.

You can perform the preparation operations in manual mode ...

The same screen is displayed: indicate the number of pages of your original document. As well as its Portrait (vertical) or landscape (horizontal) format. With some 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; the vertical arrows indicate an upside down page turn (step 3), the curved arrows a sheet turn (step 5).

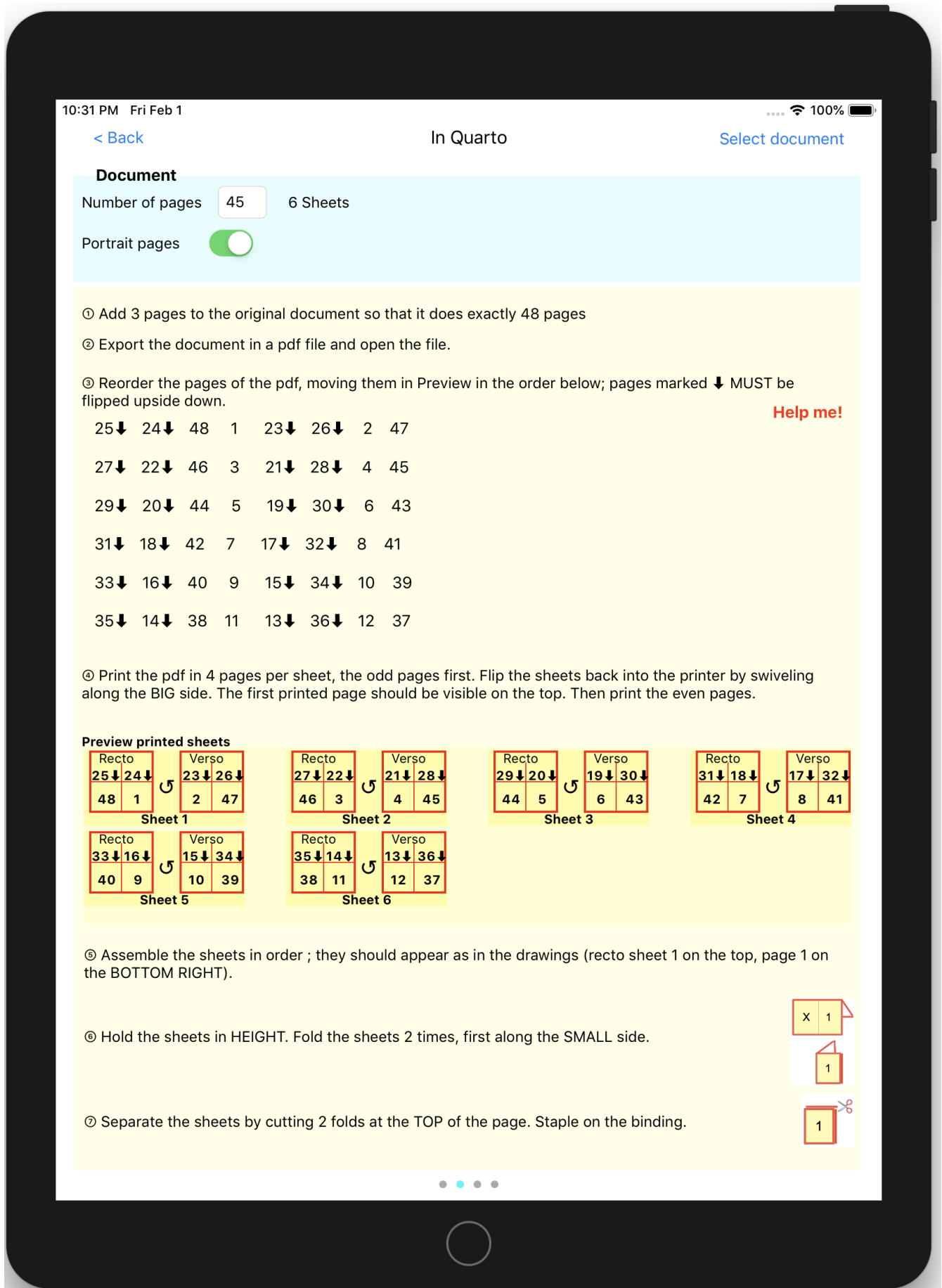
<p>Preview printed sheets</p> <table border="1"> <tr> <td>Recto</td> <td>9↓</td> <td>24↓</td> <td>17↓</td> <td>16↓</td> <td rowspan="2">↻</td> <td>Verso</td> <td>15↓</td> <td>18↓</td> <td>23↓</td> <td>10↓</td> </tr> <tr> <td></td> <td>8</td> <td>25</td> <td>32</td> <td>1</td> <td></td> <td>2</td> <td>31</td> <td>26</td> <td>7</td> </tr> </table> <p>Sheet 1</p>	Recto	9↓	24↓	17↓	16↓	↻	Verso	15↓	18↓	23↓	10↓		8	25	32	1		2	31	26	7	<p>Preview printed sheets</p> <table border="1"> <tr> <td>Recto</td> <td>8</td> <td>52</td> <td>26</td> <td>1</td> <td rowspan="2">↻</td> <td>Verso</td> <td>2</td> <td>13</td> <td>92</td> <td>7</td> </tr> <tr> <td></td> <td>9</td> <td>24</td> <td>17</td> <td>16</td> <td></td> <td>15</td> <td>18</td> <td>23</td> <td>10</td> </tr> </table> <p>Sheet 1</p>	Recto	8	52	26	1	↻	Verso	2	13	92	7		9	24	17	16		15	18	23	10
Recto	9↓	24↓	17↓	16↓	↻		Verso	15↓	18↓	23↓	10↓																																
	8	25	32	1			2	31	26	7																																	
Recto	8	52	26	1	↻	Verso	2	13	92	7																																	
	9	24	17	16			15	18	23	10																																	
Preview for in Octavo – Portrait pages	Preview for in Octavo – Landscape pages																																										

Once the pages are ordered correctly, proceed to printing.

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

Proceed exactly as for automatic mode.

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 or Mac.