



## In Folio – For 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.

**Even if your high-end printer handles layouts in quarto, in Six, 'In Folio' offers you unprecedented ease in creating any type of booklet, from in folio to in octavo.**

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 13 at least on iPhone or iPad and on Mac.

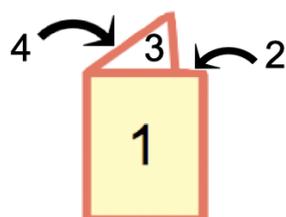
### What problem does in Folio solve?

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.

Pretty 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.

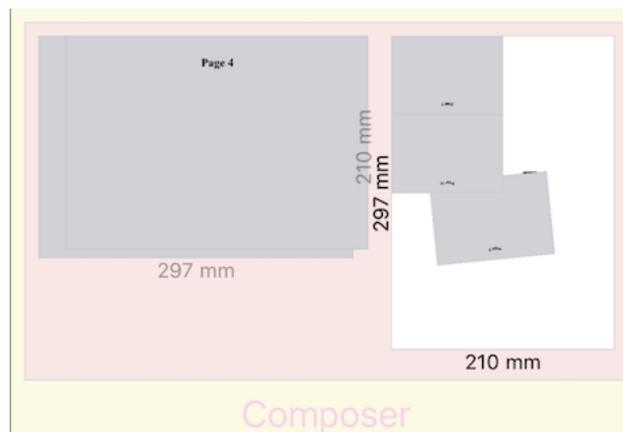
And choose the presentation as portrait or landscape.

The printer can be connected to a Mac or PC. In Folio assists you on your iPhone or iPad regardless of the computer you are using.

**Note:** in Folio can launch printing (in duplex mode if the iPhone is connected to the printer) or help you prepare the pdf for printing from your Mac or PC.

In Folio works on iPhone, iPad, and Mac. On Mac, it allows you to work entirely on the Mac. On iPhone or iPad, you'll first need to transfer the files from the Mac.

With version 3 of In Folio, you have a fully automated photo layout file generation feature: This is the fastest and easiest way to generate booklets in the desired format, especially if you use In Folio on a Mac.



The welcome screen gives access to the functions.

<p> : quick online help.</p> <p> Spoken help enabled or disabled.</p> <p> : Settings</p> <p>Tap In Folio to see the version number.</p>		<p>The flag shows the current language of the iPhone. To change it, tap on flag and go through the general settings of the iPhone.</p> <p>Settings are kept in your préférences :</p> <ul style="list-style-type: none"> <li>- or mute</li> <li>- Double or Single-sided printer</li> <li>- Selection between 2 welcome screens</li> </ul> <p>- 4 buttons to choose the booklet you want to create:</p> <ul style="list-style-type: none"> <li>- folio (pages folded in 2)</li> <li>- in quarto (folded in 4)</li> <li>- one six (folded in 6)</li> <li>- in octavo (folded in 8)</li> </ul>
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*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 photo composition or automatic mode, transfer the PDF document to your Mac, iPhone, or iPad) :

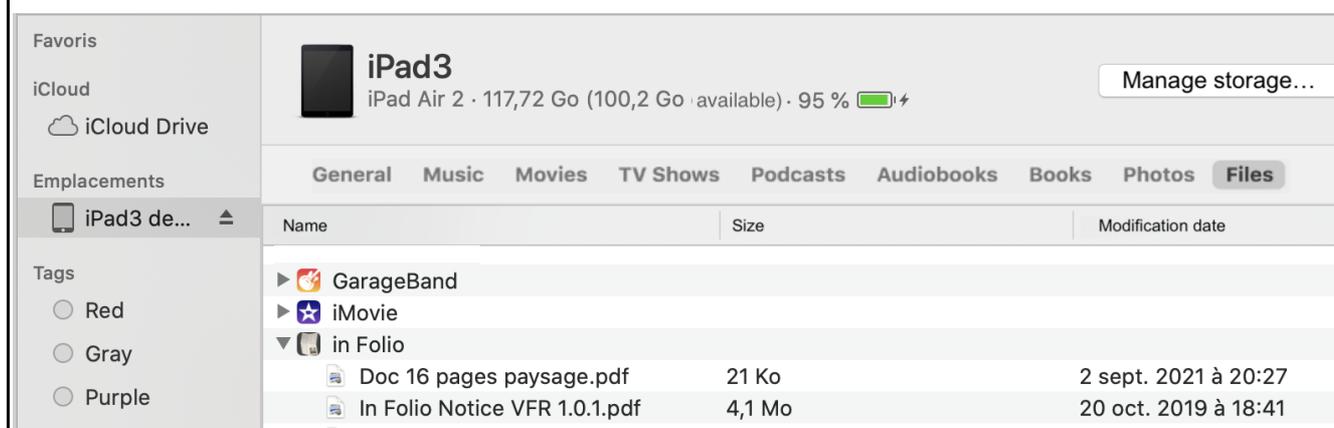
### When running In Folio on Mac,

- Copy the original PDF file to the 'Documents' folder in 'In Folio'.  
To access this folder: in the Finder's 'Go' menu, hold down the Option key and select 'Library';
- then navigate to Containers > In Folio > Data > Documents.
- You can create a shortcut on your desktop for easy access later.

### When running In Folio on 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



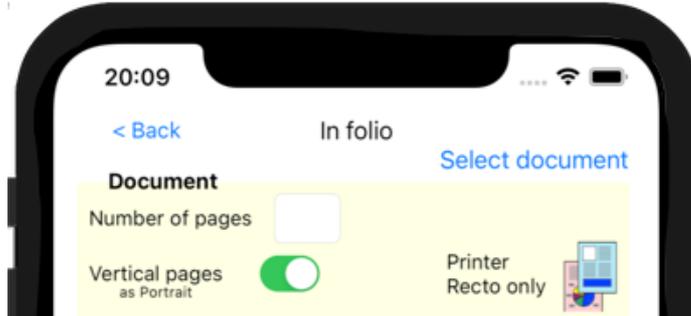
## Prepare an in Folio booklet

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

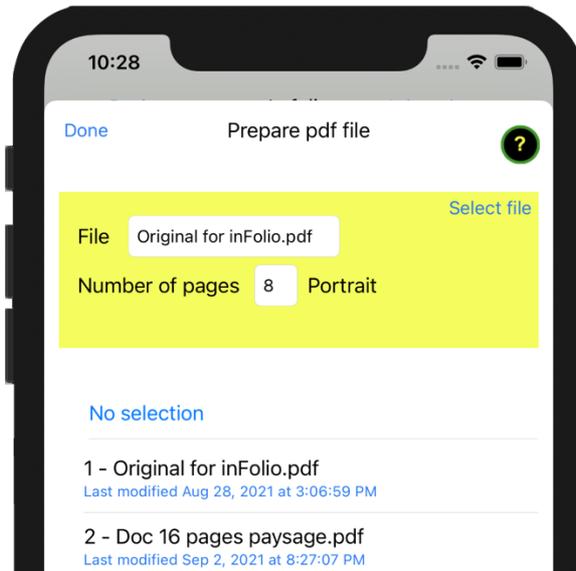


At the bottom of the Home screen, tap 'In Folio'...

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



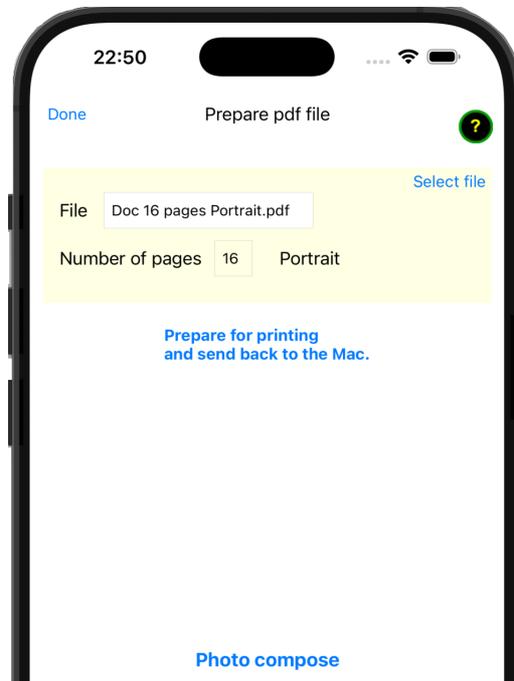
- select document in the list (cancel selection by choosing 'No Selection'):



- The number of pages of the pdf as well as the orientation of the pages is indicated.
- At this point, you have two options:
  - Use Photo Composition to create a document ready for direct printing (the simplest option)
  - Generate a file that you can then print as two pages per sheet.

### Photo Compose the document to print

- Once the file is selected, the Photo Composition option will appear:



Click the “Photo Compose” button to go to the layout page. If you're using In Folio on a Mac, the layout looks different, but the features are the same.

<p>A explanation of how to proceed</p> <p>The document to be printed as an In Folio booklet, along with its specifications.</p> <p>The format of the source document is recognized: it can range from A7 to A4.</p> <p>Dimensions are displayed in mm.</p> <p>Once the document is complete:          - Send to send via email, AirDrop, etc. (see below)          - Done to return to the home page.</p>		<p>Which paper size should you print on? A4 or A3? Or US size if the original document is in US size.</p> <p>Click on “Compose” to generate the layout preview (an animation illustrates this layout).</p> <p>Print directly from your iPhone.          On a Mac, this button is not available: the composite photo file is saved directly to the In Folio Documents folder.</p> <p>A button lets you return to the instructions for printing and folding the booklet.</p>
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In the 'Documents' folder, you will find a document titled 'PhotoComposition for Printing'.

Start the print job, simply selecting **'Double-sided'** (short edge or long edge, as indicated in the instructions). **Follow these brief instructions carefully to ensure the folding produces the expected booklet.**

Then proceed with folding and stapling, if necessary.

If you have chosen to send the document (via email, AirDrop, or other means), the printing and folding instructions are included along with the file itself.

*If you do not want to use the photo layout but would like to take advantage of the printer's 2-up printing capability, follow these steps.*

## Set up a document to print two pages per sheet

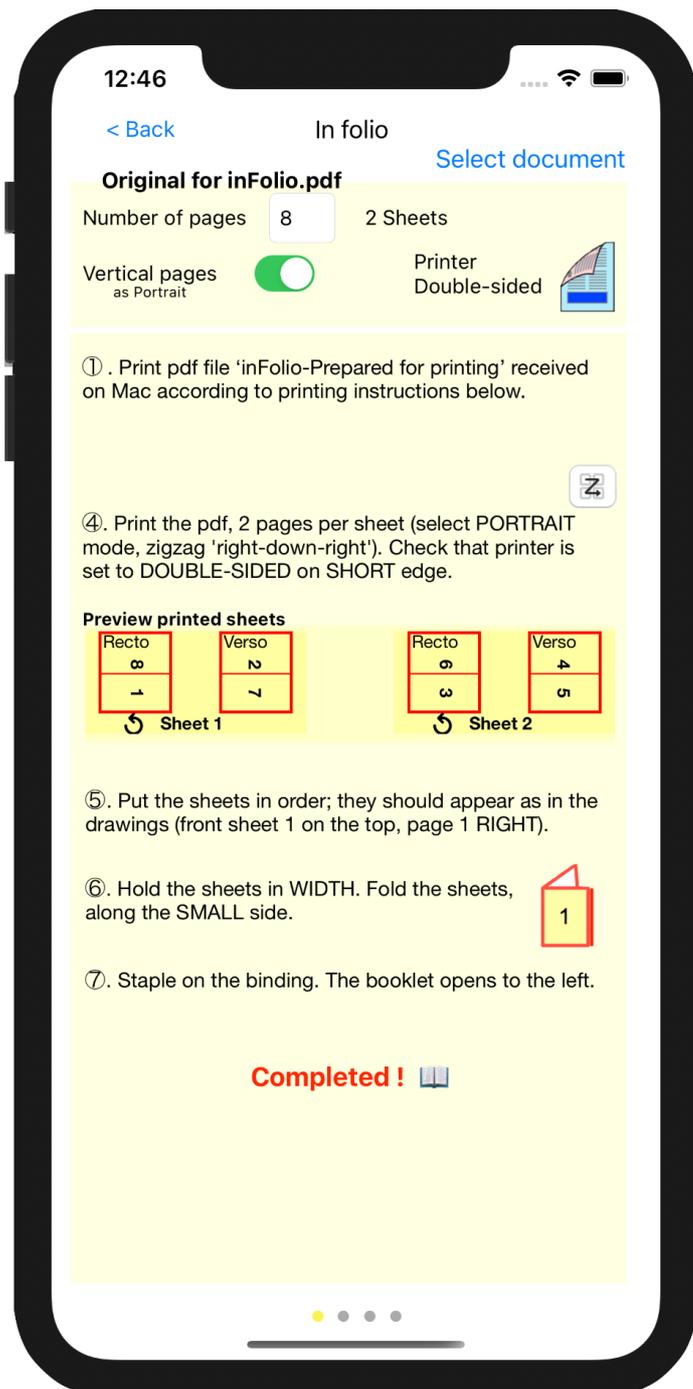
- Prepare the document (ordering the pages for the booklet format) by clicking on the button (flashing). You'll be presented a number of options.

	<p>Done: Back to home.</p> <p>Help button</p> <p>Initial file specifications.</p> <p>The document is ready. On iPhone/iPad, it is saved in the Folio Documents folder, which you can transfer to your Mac (see Page 3). On Mac, no transfer is necessary; it is placed directly (see Page 3).</p> <p>You can also send the document via email or AirDrop, which makes retrieval easier in the email or downloads.</p> <p>On iPhone, if connected to a printer, start printing directly without transiting by the Mac or PC (a duplex printer is required).</p> <p>Or choose the layout described above.</p> <p>Return to the printing and folding instructions.</p>
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- After a few seconds waiting, select the transfer mode (simplest is to use AirDrop) to retrieve it from your Mac's Downloads folder and print it.



– 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.
- Tapping on the icon at the top right toggles between printer modes (Single or Double-sided)

**Start printing the file received on the Mac.**

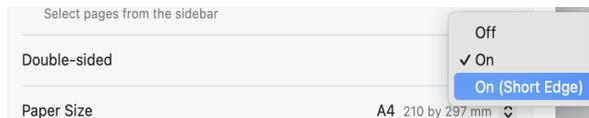
*Note: The illustrations of the printer settings depend on your printer model.*

**These 4 ð instructions adapt depending on whether or not your printer does Double-sided, or if you don't want to use Double-sided mode.**

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

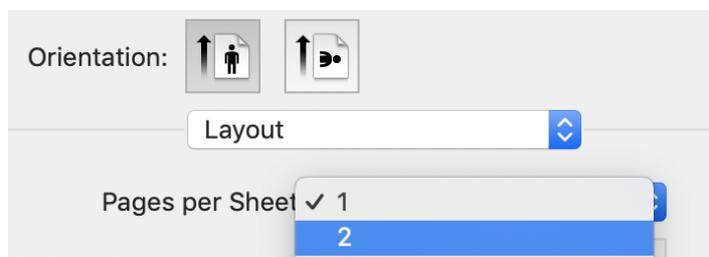
Double-sided	Single-sided
 <p>④. Print the pdf, 2 pages per sheet (select PORTRAIT mode, zigzag 'right-down-right'). Check that printer is set to DOUBLE-SIDED on SHORT edge. zig zag at top right shows what right-down-right means.</p>	 <p>④. Print the pdf, 2 pages per sheet (select PORTRAIT mode, zigzag 'right-down-right'). Printer is SINGLE-SIDED, you'll have to flip sheets manually. 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.</p>

- If you selected Double-sided, most is now automatic. Just remind to ask for Double-sided on **short** edge.

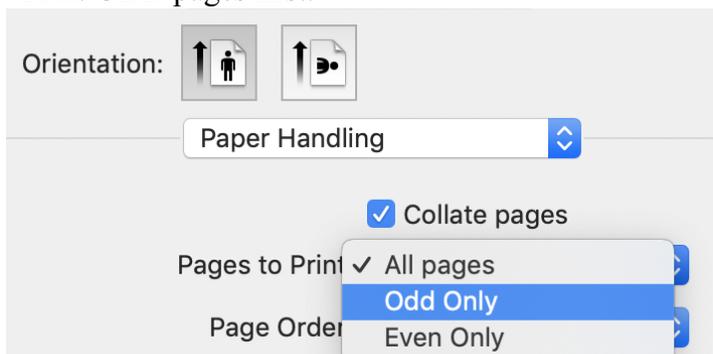


- If **Single-sided**, process is manual:

- Print pages 2 by 2, and select VERTICAL orientation 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

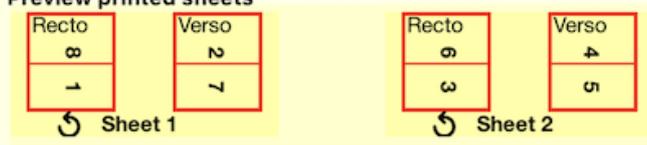
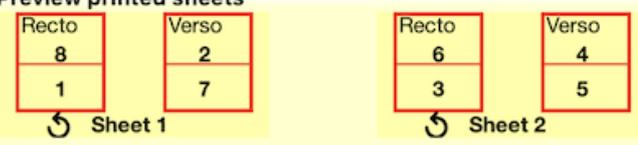
bottom, the second to before last, etc ...

- 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.

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

- 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.

<p><b>Preview printed sheets</b></p> 	<p><b>Preview printed sheets</b></p> 
Selected 'Vertical Pages' (Portrait)	Not Selected 'Vertical Pages' (Landscape)
Curved arrows show how to flip the pack of sheets.	

Next step is the same for Single or Double-sided

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> 
Selected 'Vertical Pages' (Portrait)	Not Selected 'Vertical Pages' (Landscape)

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

Depending on whether your original pages are Portrait or Landscape, the booklet will open from the side or the top.

<p>⑦. Staple on the binding. The booklet opens to the left.</p>	<p>⑦. Staple on the binding. The booklet opens to the top.</p>
If you have 'Vertical Pages', the booklet opens as a 'book', from right to left.	If the pages are 'horizontal' and NOT 'vertical', the booklet opens as a 'notebook', from bottom to top

## Print directly from iPhone or iPad

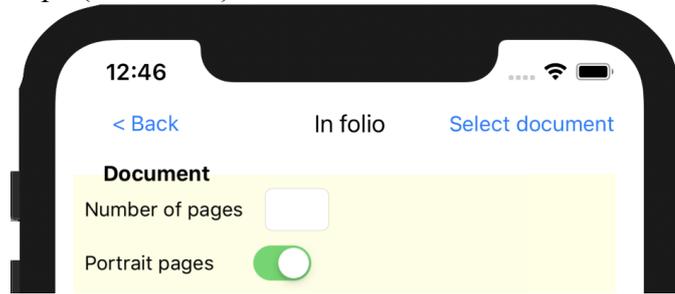
If you're in duplex mode, and your iPhone or iPad is connected to the printer, you can print directly, without going back to the Mac.

To do this, tap on '*Prepare and print directly if iPhone/iPad connected to printer*' and follow the instructions at the top of the screen.

## 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. Colors are different for the other formats.

<p>&lt; <b>Back</b>, to return to the Home screen</p> <p>Number of pages, which is translated into number of sheets in the end</p> <p>Orientation of the pages of the original document.</p>	<p>The screenshot shows the 'In folio' app interface with a sand-colored background. It displays instructions for preparing a folio booklet. Step 1: 'Add 1 page to the original document so that it does exactly 16 pages'. Step 2: 'Export the document in a pdf file and open the file.' Step 3: 'Reorder the pdf pages, moving them in Preview in the order below.' Below the instructions is a grid of page numbers: 16 1 2 15, 14 3 4 13, 12 5 6 11, 10 7 8 9. A 'Help me!' button is next to the grid. Step 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.' Below this is a 'Preview printed sheets' section showing four sheets (Sheet 1 to Sheet 4) with their recto and verso pages. At the bottom, there are 'Cancel' and 'Ok' buttons.</p>	<p>Mode in Folio, on a sand background.</p> <p>Instructions to follow before printing to put the pages in the correct order;</p> <p>Need help reordering pages? <b>Help !</b> Guide you step by step.</p> <p>Instructions during printing</p> <p>Overview of printed pages</p> <p>Scroll up to see more ...</p> <p>Instructions at the end of printing.</p> <p>Folding and assembly. The drawing explains exactly what you need to do (how to hold and fold the sheets).</p>
	<p>The screenshot shows the 'In folio' app interface with a sand-colored background. It displays the final assembly instructions. Step 5: 'Put the sheets in order; they should appear as in the drawings (front sheet 1 on the top, page 1 RIGHT)'. Step 6: 'Hold the sheets in WIDTH. Fold the sheets, along the SMALL side.' Step 7: 'Staple on the binding. The booklet opens to the left.' Below the instructions is a 'Completed!' message with a printer icon and a small drawing of a folded sheet. At the bottom, there are four dots indicating the current step.</p>	

## Detail the instructions for manual mode

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.

Document		
Number of pages	<input type="text" value="15"/>	4 Sheets

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

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

② Export the document to generate the pdf on your Mac or PC. From now on, the work is done on this pdf.

② Export the document in a pdf file and open the file.

Here is now the most important part of the preparation:

3 ♣ Reorder the pages of the pdf.

### Portrait Document (Vertical)

③ 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!**

### Landscape Document (Horizontal)

③. Reorder the pdf pages, moving them in Preview in the order below.

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

**Help me!**

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 (those four will be on the first sheet), then 14, 3, etc ...

For this delicate step 3 ♣, in Folio offers a step by step help, detailed just after.

Once the pages are ordered correctly, proceed to printing.

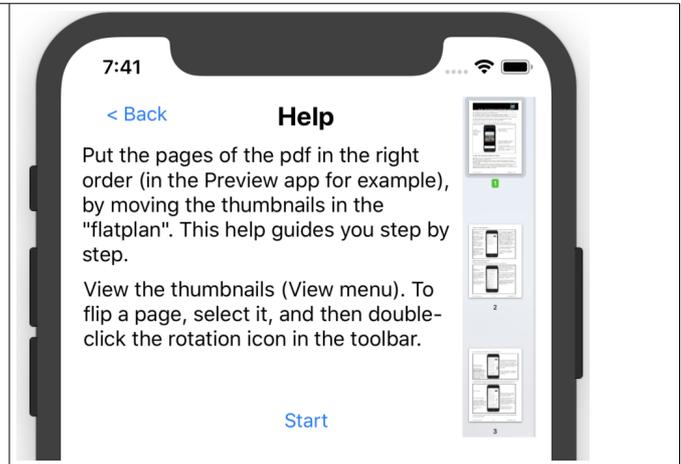
*Note: The illustrations of the printer settings depend on your printer model.*

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!**'

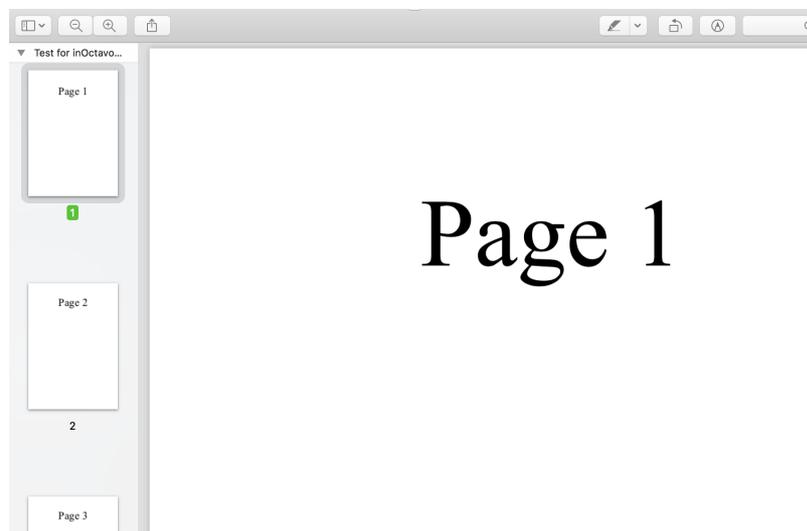
You reach the Help page :



You will have 2 types of operations to perform 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.

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.

Instruction

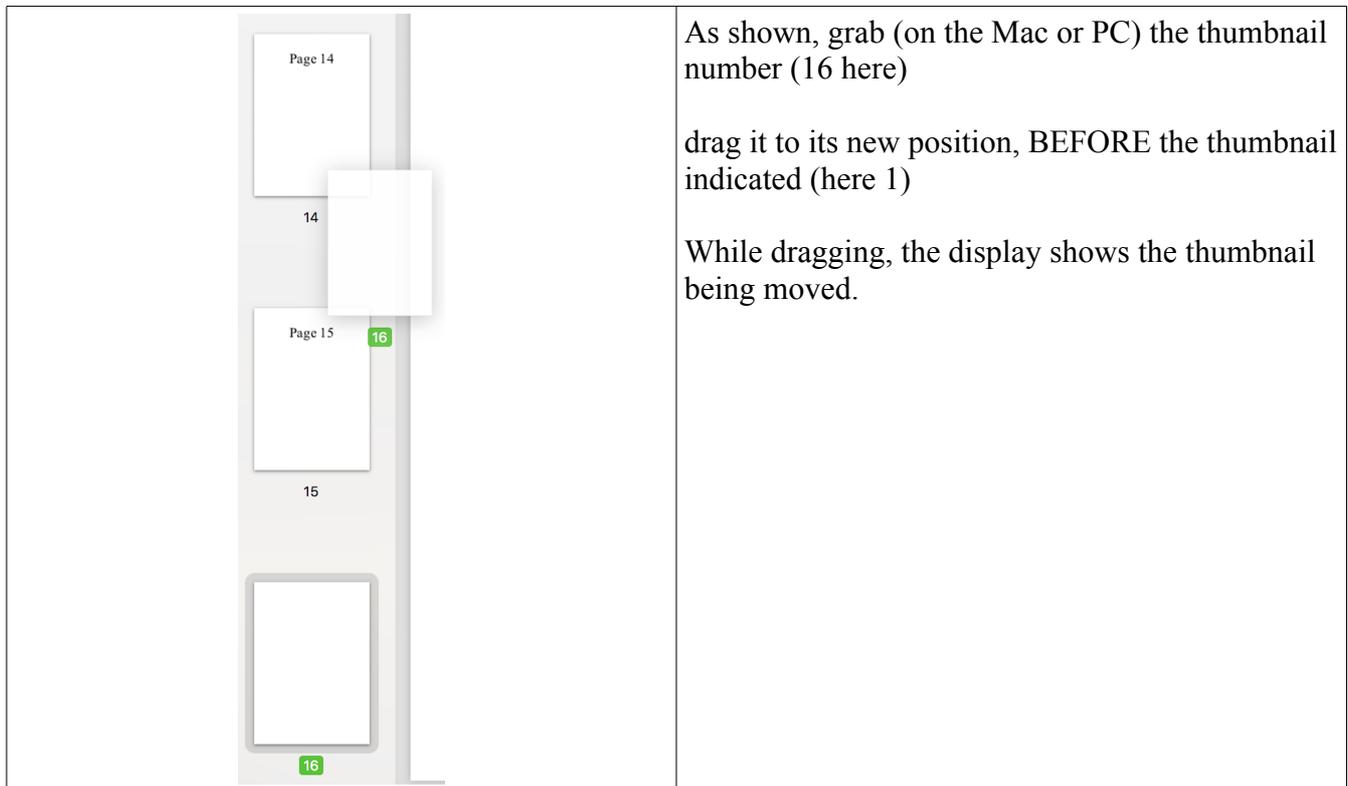
In pdf: move thumbnail at position 16, BEFORE thumbnail at position 1 (page n°16 of doc)

Next

**16 → 1**

0/16

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



As shown, grab (on the Mac or PC) the thumbnail number (16 here)

drag it to its new position, BEFORE the thumbnail indicated (here 1)

While dragging, the display shows the thumbnail being moved.

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

Follow the instructions **carefully**. For instance :

- move the thumbnail which is now in position 16 (it's not the same than in the first step!) before the thumbnail now in position 4 (this is actually page 15 of this document).
- Thumbnails already moved are shown in their new order as 'Pages already sorted'.
- Do this until all the moves have been made.

Instruction

In pdf: move thumbnail at position 16, BEFORE thumbnail at position 4 (page #15 of doc)

Pages already in order:  
16, 1, 2

Next

16 → 4

3/16

A '**Completed**' will let you know. You can tap on it to quit the page.

## 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

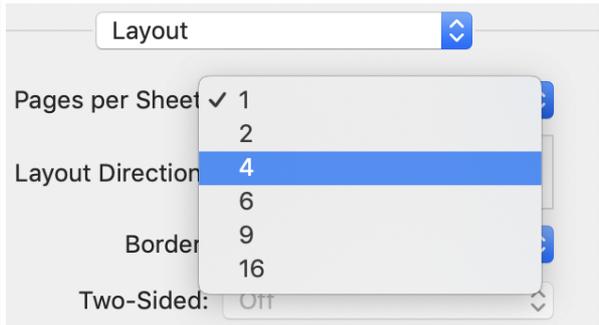
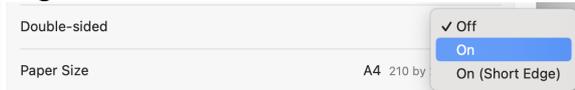
The method is very similar to the one for in Folio.

### The Photo Composition works the same way as for In Folio.

#### 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, (on Mac or PC) . Following a process which depends on the choice for Single or Double-sided in the printer.

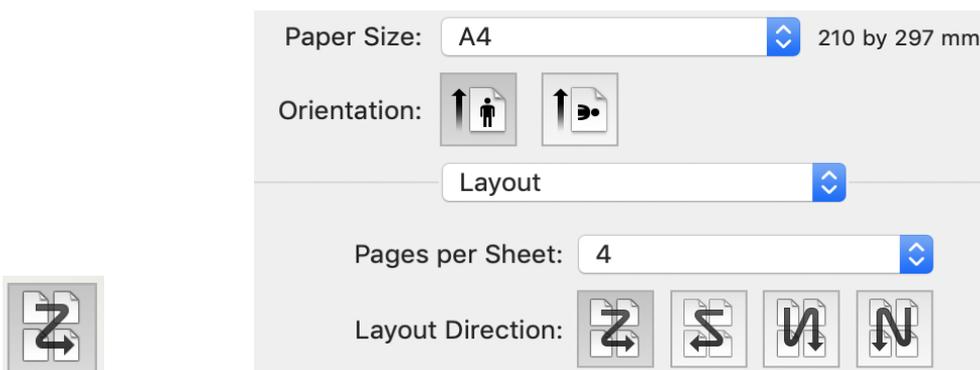
<p><b>Double-sided Printer</b></p> <p>④. Print the pdf, 4 pages per sheet (select PORTRAIT mode, zigzag 'right-down-right'). Check that printer is set to DOUBLE-SIDED on LONG edge.</p>	
<p><b>Single-sided Printer</b></p> <p>④. Print the pdf, 4 pages per sheet (printer PORTRAIT mode, zigzag 'right-down-right'). Printer is SINGLE-SIDED, you'll have to flip sheets manually. 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.</p>	<p>Flipping by the printer to be done on <b>LONG</b> edge.</p>  <p>zig zag sign at top right shows what right-down-right means.</p>

The procedure is the same for both portrait and landscape documents. **However**, in both cases, it is **ESSENTIAL** to set the printer to **PORTRAIT (VERTICAL)** orientation.

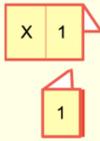
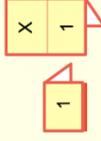
It is also **ESSENTIAL** to follow the printer's instructions for flipping pages (on the **LONG edge**) or to manually flip the pages on the **LONG** side.

**Note:** If you're in duplex mode, and your iPhone or iPad is connected to the printer, you can print directly, without going back to the Mac or PC.

**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 to 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 to the top.</p> 
<p>In Quarto Folding and cutting - Portrait pages The booklet opens as a 'book', from right to left.</p>	<p>In Quarto Folding and cutting - Landscape pages. Booklet opens as a 'notebook', from bottom to top</p>

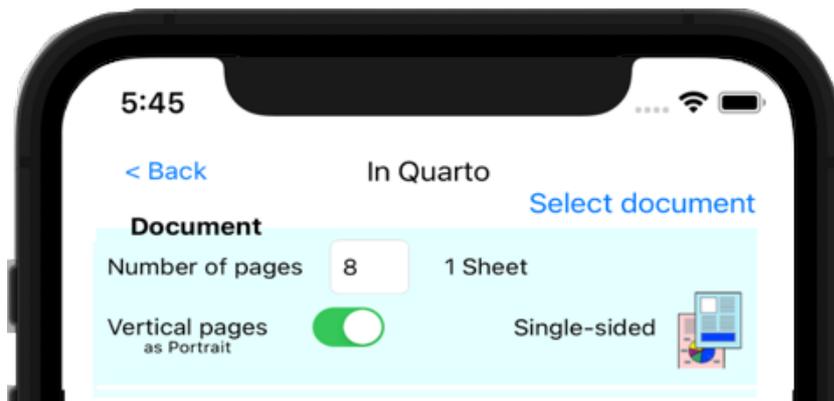
Observe the folding steps carefully. The number 1 symbolizes page 1 of your document which you should see in the drawn position.

The scissors show you where to cut precisely.

### 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, an important new point: you'll need to flip some pages upside down in Preview; they're indicated by a downward arrow:

#### Portrait Document (Vertical)

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

#### Landscape Document (Horizontal)

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↓

- Note the different orientation for PORTRAIT and LANDSCAPE documents..

- 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 ð), the curved arrows a sheet turn (step 5 ð).

Preview printed sheets	Preview printed sheets
<p>Preview for in Quarto – Portrait pages Some pages are head up ( 16, 1...), others head down (9, 8...).</p>	<p>Preview for in Quarto – Landscape pages Some pages (16, 1...) are left-headed, others right-headed (9, 8...).</p>

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.

### The Photo Composition works the same way as for In Folio or in Quarto.

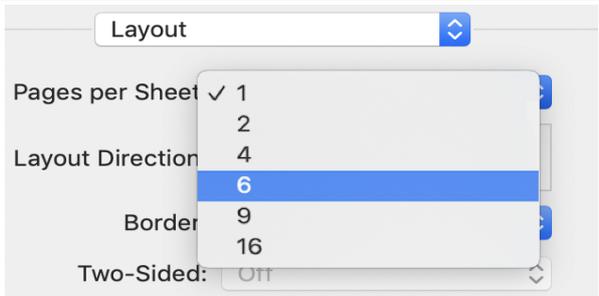
**Note:** Printing is optimized compared to the 6-sheets-per-page mode generated by a printer: the pages are adjacent to each other rather than spread out across the sheet, leaving spaces that would be problematic after folding.

You will simply be asked to trim the excess paper at the bottom of the page along the dotted line before folding.

### The automatic mode.

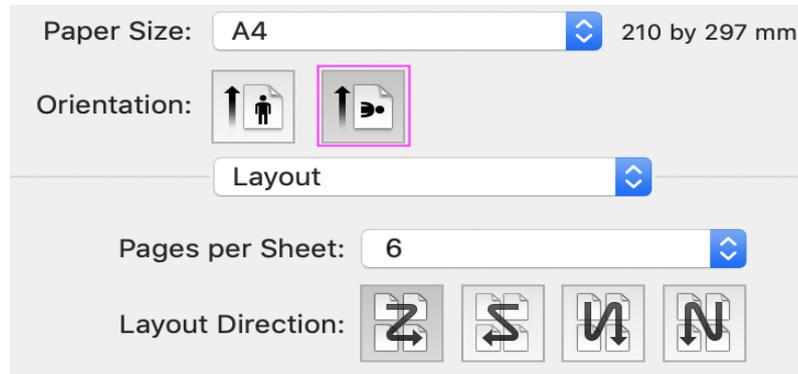
The main difference is in the printing and then folding and cutting instructions.

- 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)
- Step 4 is the **SAME** for a Portrait or a Landscape document.

<p><b>Double-sided Printer</b></p> <p>④. Print the pdf, 6 pages per sheet (select LANDSCAPE mode, zigzag 'right-down-right'). Check that printer is set to DOUBLE-SIDED on LONG edge.</p>	
<p><b>Single-sided Printer</b></p> <p>④. Print the pdf in 6 pages per sheet (printer LANDSCAPE mode, zigzag 'right-down-right'). Printer is SINGLE-SIDED, you'll have to flip sheets manually. 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 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.</p>	<p>Flipping by the printer to be done on <b>LONG</b> edge.</p>  <p>zig zag sign at top right shows what right-down-right means.</p>

**Note:** If you're in duplex mode, and your iPhone or iPad is connected to the printer, you can print directly, without going back to the Mac or PC.

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



**You have to use LANSCAPE (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 to 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 to the left.</p>
<p>In Six Folding and cutting - Portrait pages. Booklet opens as a 'notebook', from bottom to top</p>	<p>In Six Folding and cutting - Landscape pages. The booklet opens as a 'book', from right to left.</p>

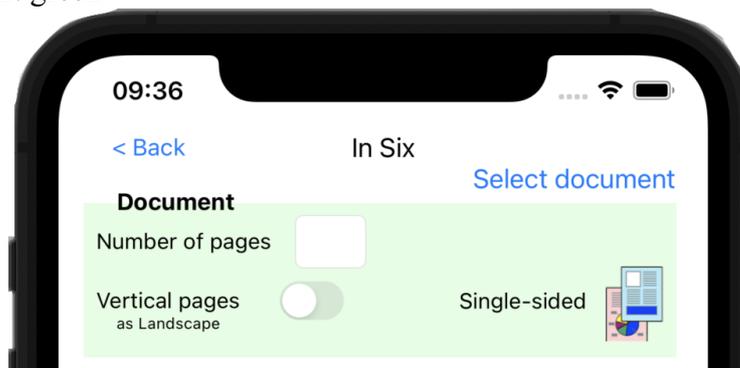
Observe the folding steps carefully. The number 1 symbolizes page 1 of your document which you should see in the drawn position.

The scissors show you where to cut precisely.

**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 have to flip some pages head down; they are marked with a down pointing arrow

### Portrait Document (Vertical)

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↓

### Landscape Document (Horizontal)

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

- Note the different orientation for PORTRAIT and LANDSCAPE documents.
- Rotating page is done with rotation tool : click twice to rotate the page to turn upside down :



- Help instructions are adapted accordingly to indicate which pages to flip.
- the printed sheet preview shows this; vertical arrows indicate a page turn upside down (step 3 ↻), curved arrows a sheet turn down (step 5 ↻):

Preview printed sheets	Preview printed sheets																																
<table border="1"> <tr> <td>Recto</td> <td>24↓ 1↓</td> <td>Verso</td> <td>2↓ 23↓</td> </tr> <tr> <td></td> <td>13 12</td> <td></td> <td>11 14</td> </tr> <tr> <td></td> <td>20↓ 5↓</td> <td></td> <td>6↓ 19↓</td> </tr> <tr> <td colspan="2">Sheet 1</td> <td colspan="2">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>24 1</td> <td>Verso</td> <td>2 23</td> </tr> <tr> <td>13↓ 12↓</td> <td></td> <td>11↓ 14↓</td> <td></td> </tr> <tr> <td>20 5</td> <td></td> <td>6 19</td> <td></td> </tr> <tr> <td colspan="2">Sheet 1</td> <td colspan="2">Sheet 2</td> </tr> </table>	Recto	24 1	Verso	2 23	13↓ 12↓		11↓ 14↓		20 5		6 19		Sheet 1		Sheet 2	
Recto	24↓ 1↓	Verso	2↓ 23↓																														
	13 12		11 14																														
	20↓ 5↓		6↓ 19↓																														
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Recto	24 1	Verso	2 23																														
13↓ 12↓		11↓ 14↓																															
20 5		6 19																															
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 Six.

### The Photo Composition works the same way as for In Folio or in Quarto.

In Octavo printing (8 pages per sheet) rarely exists on printers.

#### The automatic mode.

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

- At step 4, you have to print 8 pages per sheet.

If your printer can print 8 pages per sheet, the actions are different depending on whether the printer is double or single-sided, and on the orientation of the document pages.

Printer <b>can</b> print 8 pages per sheet	
<b>Double-sided Printer</b>	
in Octavo printing – <b>vertical</b> pages	in Octavo printing – <b>horizontal</b> pages
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <p>Vertical pages as Portrait</p> <p>Printer can print 8 pages per sheet</p> </div> <div style="text-align: center;"> <input checked="" type="checkbox"/> </div> <div style="text-align: right;"> <p>Double-sided Printer</p> <p>Printer can print 8 pages per sheet</p> </div> </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <p>Vertical pages as landscape</p> <p>Printer can print 8 pages per sheet</p> </div> <div style="text-align: center;"> <input type="checkbox"/> </div> <div style="text-align: right;"> <p>Double-sided Printer</p> <p>Printer can print 8 pages per sheet</p> </div> </div>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>④ Your printer <b>CAN</b> print 8 pages per sheet: Print the pdf, 8 pages per sheet (PORTRAIT printer mode, zigzag 'right-down-right'). Check that printer is set to <b>DOUBLE-SIDED</b> on <b>SHORT</b> edge.</p> </div> <div style="width: 45%;"> <p>④ Your printer <b>CAN</b> print 8 pages per sheet: Print the pdf, 8 pages per sheet (PORTRAIT printer mode, zigzag 'down-right-down'). Check that printer is set to <b>DOUBLE-SIDED</b> on <b>SHORT</b> edge.</p> </div> </div>	
<b>Single-sided Printer</b>	
in Octavo printing – <b>vertical</b> pages	in Octavo printing – <b>horizontal</b> pages
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <p>Vertical pages as Portrait</p> <p>Printer can print 8 pages per sheet</p> </div> <div style="text-align: center;"> <input checked="" type="checkbox"/> </div> <div style="text-align: right;"> <p>Single-sided Printer</p> <p>Printer can print 8 pages per sheet</p> </div> </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <p>Vertical pages as landscape</p> <p>Printer can print 8 pages per sheet</p> </div> <div style="text-align: center;"> <input type="checkbox"/> </div> <div style="text-align: right;"> <p>Single-sided Printer</p> <p>Printer can print 8 pages per sheet</p> </div> </div>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>④ Your printer <b>CAN</b> print 8 pages per sheet: Print the pdf, 8 pages per sheet (PORTRAIT printer mode, zigzag 'right-down-right'). Printer is <b>SINGLE-SIDED</b>, you'll have to flip sheets manually. Print the <b>ODD</b> 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 <b>SMALL</b> side. The 1st printed page should be visible on top. Put the package back in the printer and print the <b>EVEN</b> pages in the same way.</p> </div> <div style="width: 45%;"> <p>④ Your printer <b>CAN</b> print 8 pages per sheet: Print the pdf, 8 pages per sheet (PORTRAIT printer mode, zigzag 'down-right-down'). Printer is <b>SINGLE-SIDED</b>, you'll have to flip sheets manually. Print the <b>ODD</b> 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 <b>SMALL</b> side. The 1st printed page should be visible on top. Put the package back in the printer and print the <b>EVEN</b> pages in the same way.</p> </div> </div>	

#### Take special care of **instruction for 'zig zag'**.

If the pages are Portrait (Vertical), the zigzag is right-bottom-right.

If the pages of the document are in landscape (horizontal), it is a zig-zag bottom-right-bottom.



In double-sided, be sure to select the short edge for automatic page flipping.

If your printer can't print 8 pages per sheet, the operation involves 2 steps:

- first create an intermediate pdf file on the Mac or PC, printing 2 pages per sheet, in vertical printer mode.

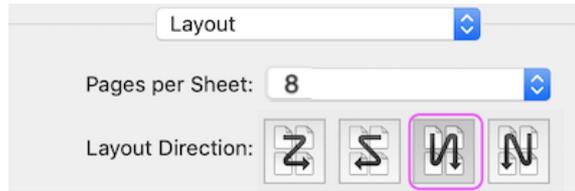


- You can simply “print” by asking Preview to open this 2-by-2 printout, but you can also save an intermediate pdf.
- This intermediate pdf will now be printed 4 pages per sheet ( $2 * 4 = 8$  !!!), as shown below. The actions are different depending on whether the printer is double or single-sided and on the orientation of the document pages:

L'imprimante est <b>incapable</b> de 8 pages par feuille	
Double-sided Printer	
in Octavo printing – <b>vertical</b> pages	in Octavo printing – <b>horizontal</b> pages
<p>Vertical pages as Portrait <input checked="" type="checkbox"/> Double-sided Printer </p> <p>Printer can print 8 pages per sheet <input type="checkbox"/></p>	<p>Vertical pages as landscape <input type="checkbox"/> Double-sided Printer </p> <p>Printer can print 8 pages per sheet <input type="checkbox"/></p>
<p></p> <p>④ Your printer CANNOT print 8 pages per sheet: print in a temporary pdf (or in Preview), 2 pages per sheet (PORTRAIT printer mode, zigzag 'right-down-right', Double-sided on short edge). Then print this new pdf, 4 pages per sheet (printer in LANDSCAPE mode, zigzag 'right-down-right'). Check that printer is set to DOUBLE-SIDED on SHORT edge.</p>	<p></p> <p>④ Your printer CANNOT print 8 pages per sheet: print in a temporary pdf (or in Preview), 2 pages per sheet (printer in PORTRAIT mode, zigzag 'right-down-right', Double-sided on short edge). Then print this new pdf, 4 pages per sheet (printer in PORTRAIT mode, zigzag 'down-right-down'). Check that printer is set to DOUBLE-SIDED on SHORT edge.</p> <p></p>
Single-sided Printer	
in Octavo printing – <b>vertical</b> pages	in Octavo printing – <b>horizontal</b> pages
<p>Vertical pages as Portrait <input checked="" type="checkbox"/> Single-sided Printer </p> <p>Printer can print 8 pages per sheet <input type="checkbox"/></p>	<p>Vertical pages as landscape <input type="checkbox"/> Single-sided Printer </p> <p>Printer can print 8 pages per sheet <input type="checkbox"/></p>
<p></p> <p>④ Your printer CANNOT print 8 pages per sheet: print in a temporary pdf (or in Preview), 2 pages per sheet (PORTRAIT printer mode, zigzag 'right-down-right'). Then print this new pdf, 4 pages per sheet (printer in LANDSCAPE mode, zigzag 'right-down-right'). Printer is SINGLE-SIDED, you'll have to flip sheets manually. 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></p> <p>④ Your printer CANNOT print 8 pages per sheet: print in a temporary pdf (or in Preview), 2 pages per sheet (printer in PORTRAIT mode, zigzag 'right-down-right'). Then print this new pdf, 4 pages per sheet (printer in PORTRAIT mode, zigzag 'down-right-down'). Printer is SINGLE-SIDED, you'll have to flip sheets manually. 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></p>

**Note carefully the instructions for the printer:**

- if pages are horizontal, use a different “zig-zag” for the **second** printing phase (4 by 4): bottom-right-bottom

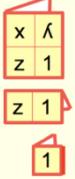
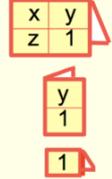


- if pages are vertical (Portrait), the **second** phase (4 pages per sheet) is printed in HORIZONTAL mode.

Otherwise, for horizontal document pages (Landscape), VERTICAL mode is used.

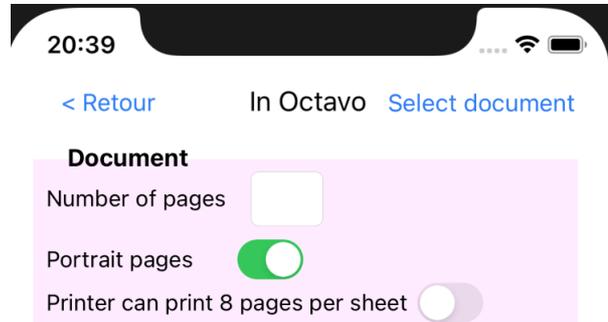
**Note:** In duplex mode, with an 8-page-per-sheet printer and if your iPhone or iPad is connected to the printer, you can print directly, without having to go back to your Mac or PC.

- 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 to 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 to the top.</p> 
<p>In Octavo Folding and cutting - <b>Portrait</b> pages. The booklet opens as a 'book', from right to left.</p>	<p>In Octavo Folding and cutting - <b>Landscape</b> pages Booklet opens as a 'notebook', from bottom to top</p>

## 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 4).

<p><b>Preview printed sheets</b></p> <table border="1" style="margin: auto;"> <tr> <td>Recto</td> <td>9↓</td> <td>24↓</td> <td>17↓</td> <td>16↓</td> <td rowspan="2" style="text-align: center;">↻</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 style="text-align: center;">Sheet 1</p>	Recto	9↓	24↓	17↓	16↓	↻	Verso	15↓	18↓	23↓	10↓		8	25	32	1		2	31	26	7	<p><b>Preview printed sheets</b></p> <table border="1" style="margin: auto;"> <tr> <td>Recto</td> <td>8</td> <td>52</td> <td>26</td> <td>1</td> <td rowspan="2" style="text-align: center;">↻</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 style="text-align: center;">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																																	
<p>Preview for in Octavo – Portrait pages</p>	<p>Preview for in Octavo – Landscape pages</p>																																										

Once the pages are ordered correctly, proceed to printing.

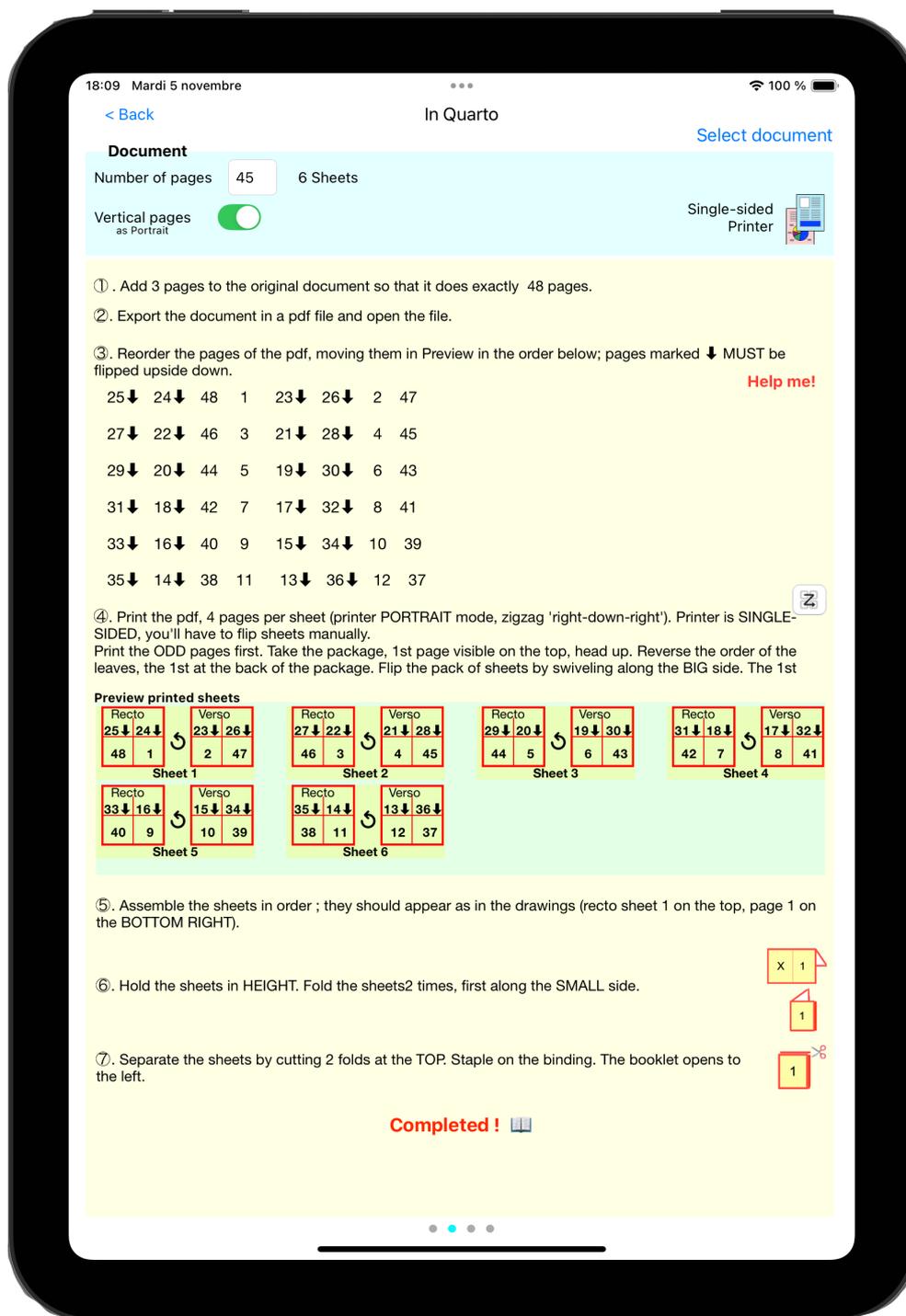
In single-sided printing, if there is more than one sheet, you will be reminded to check the order of

the sheets before folding :

⑤. Put the sheets in order; they must appear as in the drawings (front sheet 1 on the top).

**Note:** *The illustrations of the printer settings depend on your printer model.*  
Proceed exactly as for automatic mode.

## On your iPad or on Mac, 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](mailto: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.