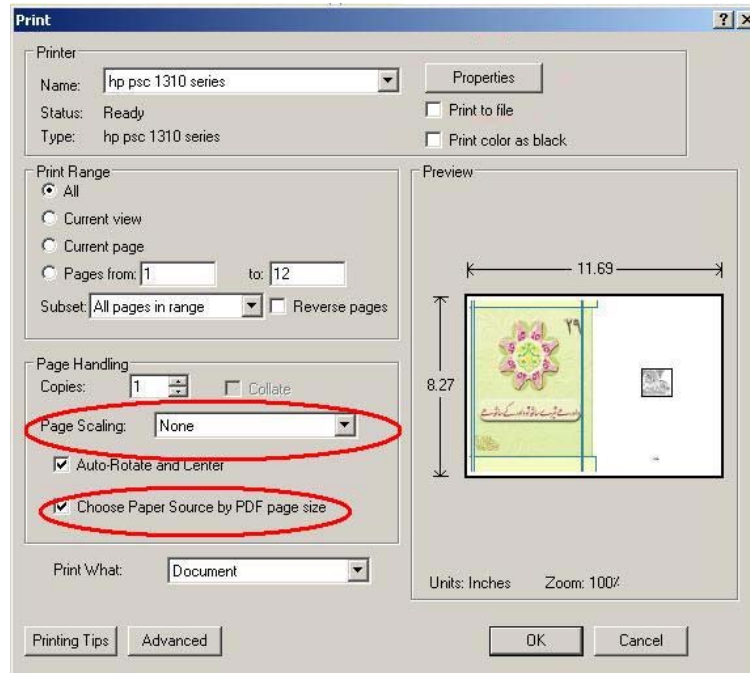


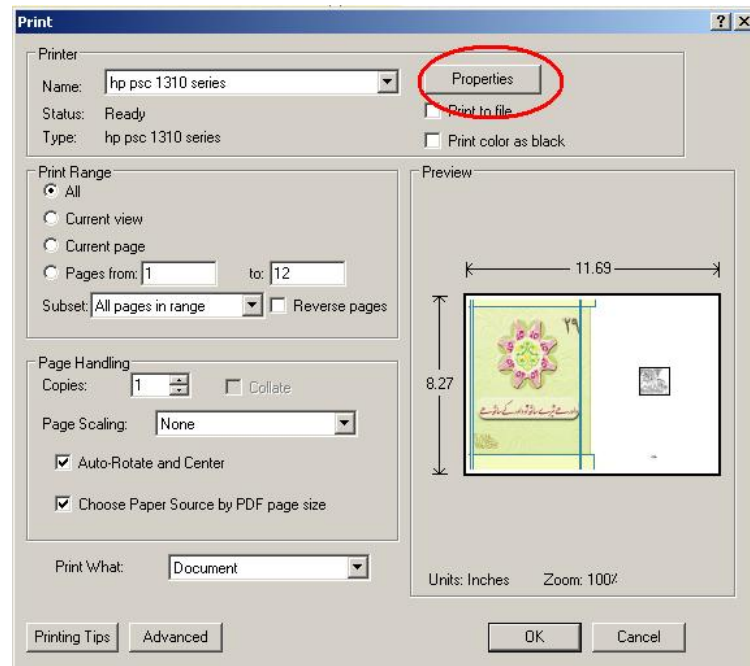
## Instructions for printing Saut al Iman PDF Booklets in Book Format

- Click on the Print option on the document and this dialogue box will appear
  - 1) In Page Scaling it should be none
  - 2) Auto Rotate and Center should be ticked
  - 3) Choose Paper Source by PDF image size should be ticked

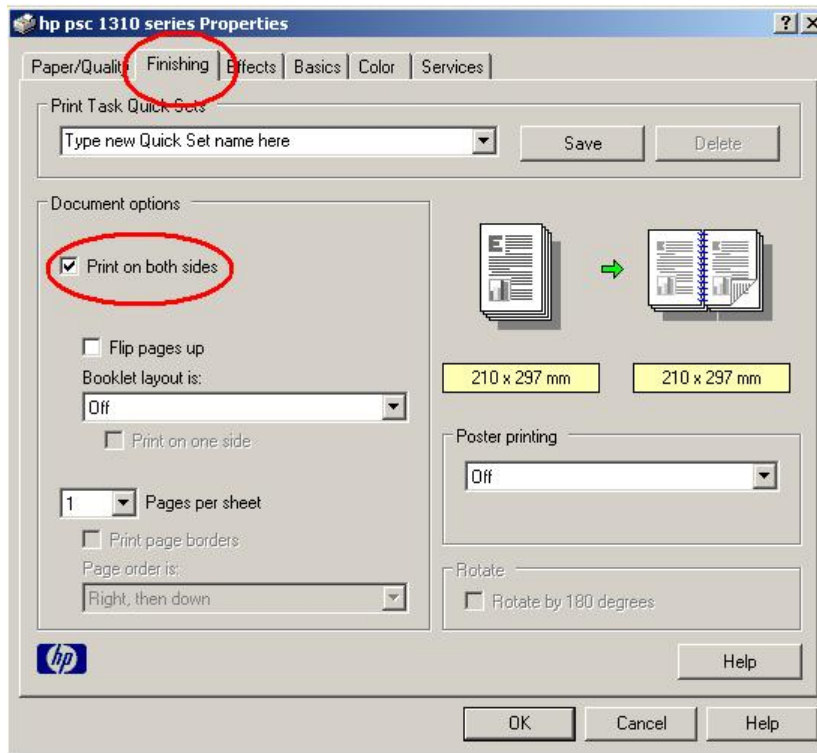
***Please see the picture below***



- Then click on the properties button

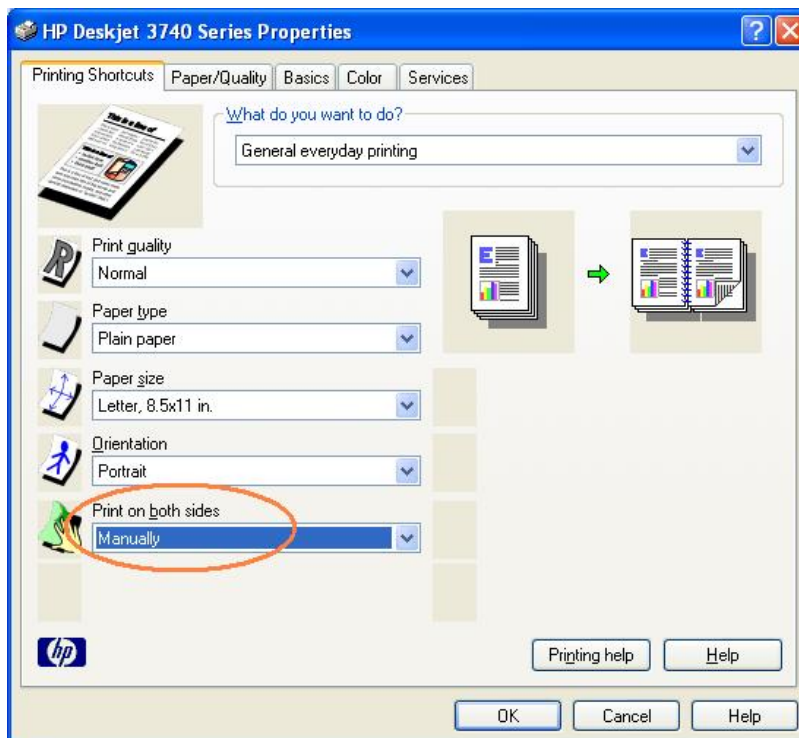


- After that this dialogue box will appear

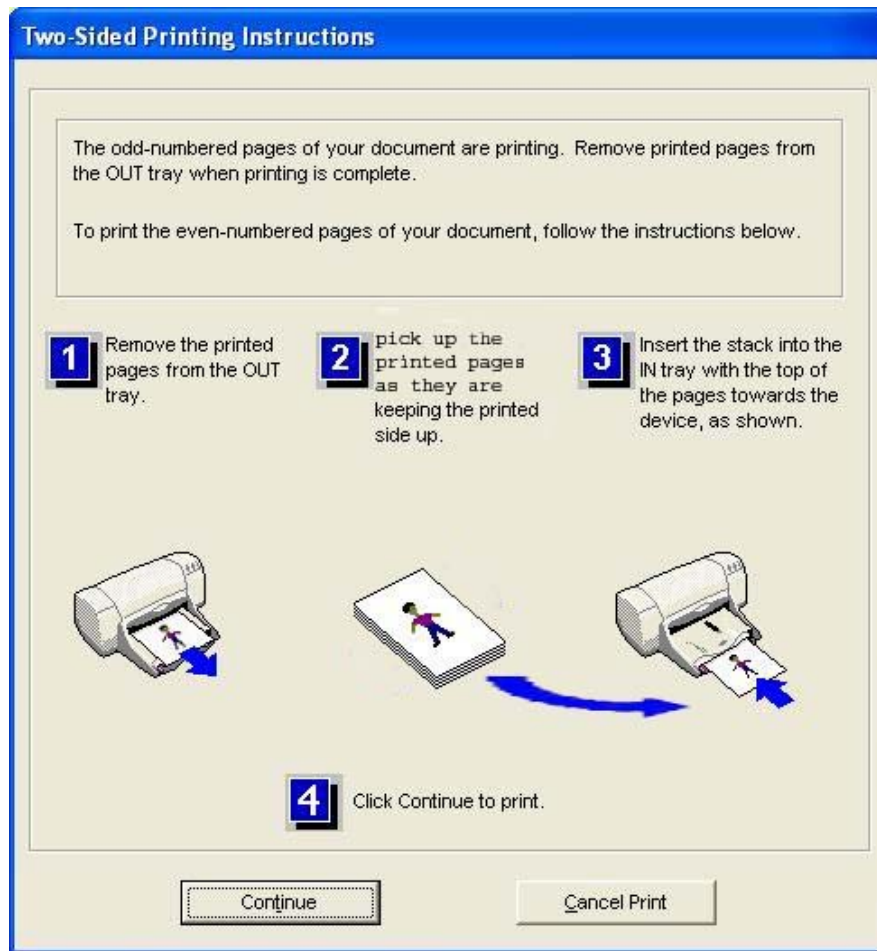


Click on Finishing & Select print on both sides.

Note your printer windows may differ from these example windows extracted from HP 1310. Hence the important thing is to find the option where it says print on both sides and select it or if it is off to put it on manual mode. Here is another example from HP 3745



After doing this click OK and you will be able to print this PDF file in book format. Note this document has 12 sides and you need to put six pages in your printer. Once six pages have been printed and you are using lets say HP 3743 or similar this dialogue box will come up automatically:



Pick up the papers as they have come out on your printed paper tray without moving anything and put them down in the printing tray as they are with the last printed paper on the top. Just pick them up from the top and put them down. Do not flip them, rotate them or anything. Note your window may be guiding you to rotate the pages anti-clock wise, but for our document do not do that. Ours is an Arabic document and you need not flip them for that matter. Now the other side will be printed. After all the six are finished printing your book will be ready as in the tray. Pick the pages up and fold them from the centre and staple them as in a book if you wish.

Note: If you have a Laser printer for example HP 1010 and 1020 remember to turn the papers on the right side of your hand. Turn them keeping the last paper on the top then put them in the tray, the other side will print & your booklet will be complete.