



Instructions for printing the Best Practice Awards Leaflet as an A5 leaflet (folded A4)

Open the PDF of the Best Practice Awards 2020 Leaflet, and do the following:

1. File – Print
2. Select Booklet – it puts the pages in the correct order, and you can see a preview
3. The default is “Both Sides”, but if you don’t have a printer that prints both sides, you can change to “Front Side Only” and then put the sheets through again and print with “Back Side Only”.
4. Fold the two sheets together in half. Staple in the middle if you can.