**Printing Instructions for the Cuala Minor GAAP Yearbook**

To ensure the **Cuala Minor GAAP Yearbook** is printed correctly, follow these instructions based on your operating system:

**For Windows Users (Using Adobe Acrobat Reader):**

1. **Open the PDF**: Right-click the PDF file and select "Open with" > "Adobe Acrobat Reader."
2. **Open the Print Dialog**: Press Ctrl + P or go to "File" > "Print."
3. **Select Printer**: Choose your preferred printer from the "Printer" dropdown.
4. **Page Size & Handling**:
	* Set **Page Size** to **A4**.
	* Under "Page Sizing & Handling," select **"Booklet"**.
	* In the "Booklet" options:
		+ **Booklet Subset**: Choose "Both Sides" (for duplex printers) or "Front Side / Back Side" (if printing manually).
		+ **Binding**: Choose "Left" (standard for booklets).
5. **Orientation**: Ensure "Auto portrait/landscape" is selected.
6. **Print**: Once all settings are configured, click **Print**.

**For macOS Users (Using Preview):**

1. **Open the PDF**: Double-click the PDF file to open it in Preview.
2. **Open the Print Dialog**: Press Cmd + P or go to "File" > "Print."
3. **Select Printer**: Choose your printer from the "Printer" dropdown.
4. **Paper Size**:
	* Select **A4** under the "Paper Size" dropdown.
5. **Booklet Printing**:
	* Click "Preview" in the print dialog, and then select **Layout** from the options.
	* In the "Two-Sided" dropdown, select "Short-Edge binding" for booklet printing.
6. **Orientation**: Make sure the "Auto Rotate" option is checked.
7. **Print**: Click **Print** to begin printing.

**Manual Duplex Printing (if your printer does not support automatic duplex):**

1. **Print Front Side**:
	* Follow the above steps, but when choosing "Booklet Subset," select "Front Side Only."
	* Once the front sides are printed, reinsert the pages into the printer's paper tray as required.
2. **Print Back Side**:
	* Repeat the printing process, this time selecting "Back Side Only" in the "Booklet Subset."

**Final Assembly:**

After printing, fold the pages down the middle and staple them along the fold to create a booklet. Ensure the pages are in the correct order before binding.