

When setting up multiple page artwork, please use one of the following layouts. Pages must be in multiples of 4. For 20pp, 24pp, 36pp booklets, the layout should follow the same pattern. All pages should be clearly marked with the order that they should appear once the booklet has been assembled.

4 page - print single-sided

Page 2 Back	Page 1 Front
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12 page

Page 12 Back	Page 1 Front
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16 page

Page 16 Back	Page 1 Front
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4 page - print double-sided

Page 4 Back	Page 1 Front
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Page 2	Page 3
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Page 2	Page 11
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Page 10	Page 3
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Page 4	Page 9
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Page 8	Page 5
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Page 6	Page 7
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Page 2	Page 15
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Page 14	Page 3
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Page 4	Page 13
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Page 12	Page 5
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Page 6	Page 11
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8 page

Page 8 Back	Page 1 Front
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Page 2	Page 7
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Page 6	Page 3
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Page 4	Page 5
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Page 10	Page 7
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Page 8	Page 9
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HANDY TIP: Page numbers of spreads should equal the total page count plus one. ie. 12 page booklet spreads are $12 + 1 = 2 + 11 = 10 + 3... = 13$