

# ~~HOW TO~~ ~~PRINT A~~ ~~4.25" x 5.5"~~ ~~ZINE~~ ~~USING WORD~~

Lovingly figured out by  
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Free docs available for this zine on:  
[kevinstebner.com/publishing](http://kevinstebner.com/publishing)

(Having page 2 as blank, beyond ensuring your cover doesn't have visible text through the page, also allows for you to use it as a blank page for this same reason)

Keep in mind everything will need to be in multiples of 4. But also! Feel free to have the back inside leaf blank as well (in the previous example, page 11) if you need a free page.

12 pages:  
12, 1, 10, 3, 2, 11, 4, 9, 8, 5, 2, 2, 6, 7

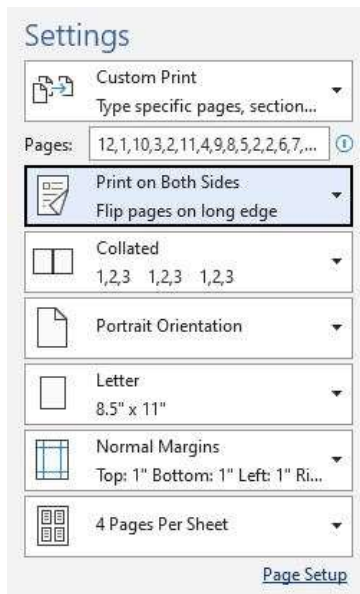
20 pages:  
20, 1, 18, 3, 2, 19, 4, 17, 16, 5, 14, 7, 6, 15, 8, 13, 12, 9, 2, 2, 10, 11

28 pages:  
28, 1, 26, 3, 2, 27, 4, 25, 24, 5, 22, 7, 6, 23, 8, 21, 20, 9, 18, 11, 10, 19, 12, 17, 16, 13, 2, 2, 14, 15

Some versions of Word may have this "booklet" setting, but more often than not, it's been absent. Why this isn't a standard feature, I have no idea. (Adobe seems to have a standard "Booklet" print feature that will help layout a 5.5" x 8.5" zine, which is great!, but what if you want a more handheld style?)(And yes, programs like InDesign and all that can do this work, but we're assuming you're DIY and not a graphic designer and aren't wanting to spend bucks on programs you won't use that much)

I've figured out an easy(-ish) method to getting a 4.25" x 5.5" zine printed in any system you've got. I've done this in Word, which is standard enough, and by extension, works in GoogleDocs too, but the technique can do it with Adobe or any other print job...

Have your pages layed-out as full standard 8.5 x 11" letter sized pages. Your fonts will be big, as you're making everything a quarter of the size. When you print:



- Change your pages to Custom Print, and in the page order, enter the page order for your size of zine

- Print on Both Sides, flip pages on the long edge

- 4 Pages per sheet

The following pages show some examples of how this page layout works and can be visualized...

## MODIFYING

So, say you are wanting to make a zine not in a multiple of 8, you can modify the page print order to allow for blank pages. Modify your numbers like so....

12 PAGE ZINE

BACK 12	FRONT 1	BLANK 2	11
10	3	4	9
6	5	6	7
BLANK 2	BLANK 2	BLANK 2	BLANK 2

So in this case the print page order is: 12,1,10,3,2,11,4,9,8,5,2,2,6,7 (these last two can be left off, as there's no pages to be printed, so they'll be printed blank)

32 PAGE:

BACK 32	FRONT 1
30	3

28	5
26	7

24	9
22	11

20	13
18	15

Blank 2	31
4	29

6	27
8	25

10	23
12	21

14	19
16	17

# ~~PAGE ORDERS~~

8 Page zine:

8,1,6,3,2,7,4,5

16 Page:

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

24 Page:

24,1,22,3,2,23,4,21,20,5,18,7,6,19,8,17,16,9,14,11,10,15,12,13

32 page:

32,1,30,3,2,31,4,29,28,5,26,7,6,27,8,25,24,9,22,11,10,23,12,21,20,13,18,15,14,19,16,17

40 pages:

40,1,38,3,2,39,4,37,36,5,34,7,6,35,8,33,32,9,30,11,10,31,12,39,28,13,26,15,14,27,16,25,24,17,22,19,18,23,20,21

8 PAGE ZINE

BACK 8	FRONT 1
6	3

BLANK 2	7
4	5

16 PAGE ZINE

BACK 16	FRONT 1
14	3

BLANK 2	15
4	13

12	5
10	7

6	11
8	9

24 PAGE ZINE

BACK 24	FRONT 1
22	3

Blank 2	23
4	21

20	5
18	7

6	19
8	17

16	9
14	11

10	15
12	13