CALENDAR LAYOUT....
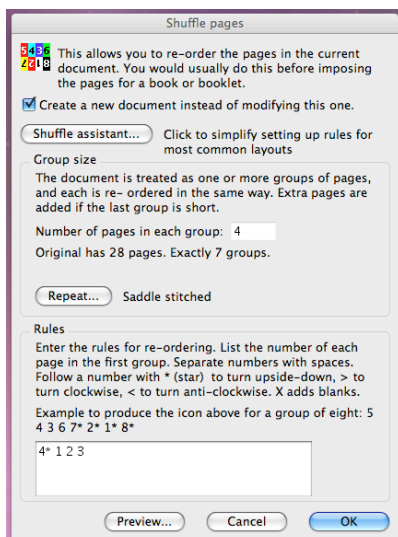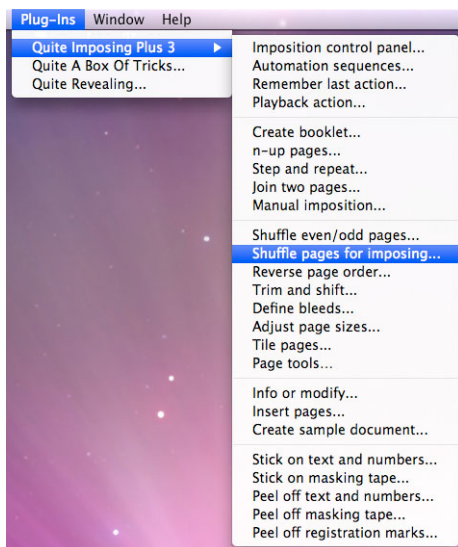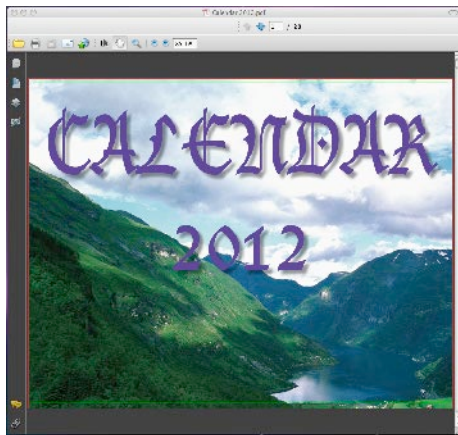

1) Open up your PDF document

   In this Example, I have opened up a 28 page PDF document w/bleed (11.25" x 8.75") and I would like to create a Calendar layout with marks output on a 12' x 18' sheet.

2) To access Quite Imposing Plus, simply Select >**Plug-ins** and then >**Quite Imposing Plus** from Acrobat's **Menu bar.**
   Alternately, selecting >**Plug-ins** from the **Menu bar** and then >**Quite Imposing Plus** >**Imposition Control Panel**.

3) Click or Select **Shuffle pages for imposing...** button. *A dialog box will appear.*

   Note: In this dialog we will ask you a series of questions and give you options that will work best for the particular job you are running.

4) I've Selected:
   √ Create a new document instead of modifying this one.

   Number of pages in each group   4
   Note: As the document has 28 pages this will give us Exactly 7 groups.

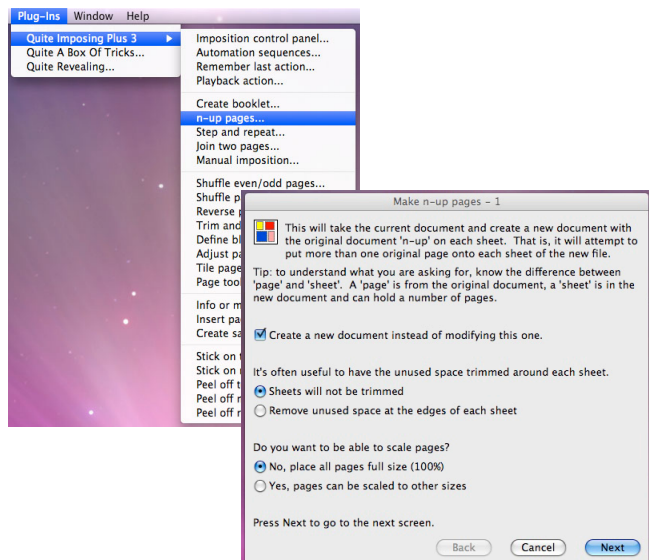   Click **Repeat...** button and Select Saddle stitched.

   Rules
   4* 1 2 3
   Note: This Rule could change if you needed heads up and head down on your layout.

   Click **OK** button

   *Note also: That you can Click the **Preview...** button to at least see the page numbering you are looking for. Or use the **Shuffle assistant...** to help in many of your layouts.*

CALENDAR LAYOUT... Continued

Now Select **n-up pages...**

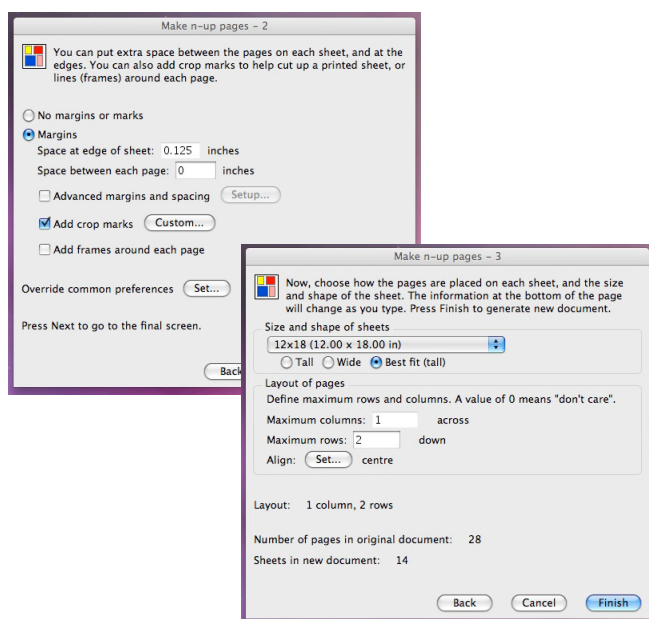5) I've √ Create a new document instead of modifying this one.
   • Sheets will not be trimmed
   • No, place all pages full size (100%)
   Click **Next** button

6) Select • **Margins or marks** that you want on your layout. In this example I selected:
   Space at edge of sheet: .125 inches
   Space between each page: 0 inches

   I also checked, √ Add crop marks
   Note: you have many choices with marks and spacing in this section.
   Click **Next** button

7) Size and Shape of sheets
   I've selected 12 x 18 " that I created using **More Choices...** in the Pop-up menu
   • Best fit (tall)
   Max columns: **1** across
   Max rows: **2** down
   Align: **Set...** I selected • **Centre**

   Click **Finish** button

Note: If you have it turned on in Preferences the Bleed Dialog box may appear you can turn it on or off. But if it comes up that means it's reading Bleed in your PDF and you should use that bleed information unless it's not needed.

You have now completed your Calendar Layout.

If you have questions we will be happy to assist you at help@quite.com.

– *Quite Software Technical Support Team*
  www.quite.com