

## Production Filename:

http://publications.metergroup.com/Quick\ Start\ Guides/18505_ATMOS41W_Print.pdf
Working Folder: G:IShared drives\Product Number Library\18500-18599\18505
Prepare PDF File for PRINT:
In InDesign,

1. Select File > Print Booklet...
2. Change Print Preset to-METER QS MultiPAGE from dropdown list.
3. Click on Preview to verify page arrangement looks correct.
a. Spread 1:
i. Title page (Page 1 ) is upside down on top half of a portrait page.
ii. Last page (Page 8) is right side up on bottom half of same portrait page as title page.
b. Spread 2:
i. Page 7 on top of portrait page
ii. Page 2 on bottom of portrait page
c. Spread 3:
i. Page 3 on top of portrait page
ii. Page 6 on bottom of portrait page
d. Spread 4:
i. Page 5 on top of portrait page
ii. Page 4 on bottom of portrait page
4. Click on Print Button in Print Booklet Window
5. Navigate to folder where file is to be saved and name file appropriately.

NOTE: This saves a postscript file (*.ps).
6. Open Acrobat Distiller.
7. In Default Settings field, choose METER QS PRINT.
8. From Finder window, drag the *.ps file into the second window from the bottom.

9. Click OK in the Confirm Security popup window.

NOTE: In the last window, the status of the process to convert the *.ps file to a *.pdf will show. The last line when process is complete will be \#\#\# End of Job \#\#\#.

10. Open Acrobat Pro.
11. Open Page Thumbnails view.
12. Set Spreads as follows:
a. Spread 1 Should be the same as in the Preview in Step 3.
b. Spread 2 Content should be right side up.
c. Spread 3 Rotate page 180 degrees so content is upside down.
d. Spread 4 Content should be right side up.
13. Save PDF.
14. File is now ready to be printed.

Dimensions: 8.25 " wide x 5.25 " tall folded, 8.25 "x10.5" printed on letter-sized paper.
Colors: CMYK/Full color 4/4
Printer: In-house printing
Material: Card stock, Bright White, $216 \mathrm{~g} / \mathrm{m}^{2}$ (folding cardstock), letter-sized.
Image below is for reference only. Not to scale.


