

## NATURAL SELECTION ASSEMBLY

There isn't really a "proper" way of doing this - these are just some helpful suggestions and points for diversion.



### Check if you have Adobe Acrobat Reader

1. The magazine comes as PDF files which open in a piece of software called Adobe Acrobat Reader. The Acrobat Reader software is free and is most probably already installed on your computer. If you don't have it, download the appropriate version for your computer from here: <http://www.adobe.com/acrobat/readstep2.html> and install it.



### Download the magazine

1. Work out whether you want your magazine pages double-sided or single-sided. We suggest single-sided pages if you have an "inkjet" printer (then the text won't show through from the back of the page). Double-side the pages if you have a laser printer, eg. at work.
2. Get the latest files from <http://www.naturalselection.org.nz>. Download "ns\_x.pdf" for an issue with single-sided pages (or for reading on screen). Download both "ns\_x\_odd.pdf" and "ns\_x\_even.pdf" if you are going to double-side the pages. If you're a smart cookie you could also just download the single-sided file (ns\_x.pdf) and use the print dialog options to double-side the pages.

### Print the magazine

#### Single-sided pages

1. Open Adobe Acrobat Reader and then open the "ns\_x.pdf" file you have downloaded.
2. Check the Page Setup (File > Page Setup...) to make sure you have selected the correct printer and paper size (A4)
3. Print all pages in the magazine (File > Print...).

#### Double-sided pages

1. Open Acrobat Reader and then open the "ns\_x\_odd.pdf" file.
2. Check the Page Setup (File > Page Setup...) to make sure you have selected the correct printer and paper size (A4).

3. Print all pages in the file (File > Print...).
4. Keep all the pages together as a bundle in the order they come off the printer.
5. Flip the bundle over and put the pages back in the blank paper tray.
6. Open Acrobat Reader and then open the "ns\_x\_even.pdf" file.
7. Check the Page Setup (File > Page Setup...) to make sure you have selected the correct printer and paper size (A4).
8. Print all pages in the file (File > Print...).
9. All going to plan the printer will print the even numbered pages on the backs of the odd numbered pages you have already printed. You will need to know the mannerisms of your printer to ensure the even pages are not printed overtop of the odd pages or the odd and even pages are upside down when compiled (common problems). It maybe wise to test this paper-flipping double-sided dance with just a few pages first, discard them, and then print the magazine for real. We recommend perseverance because it saves trees (to a point).

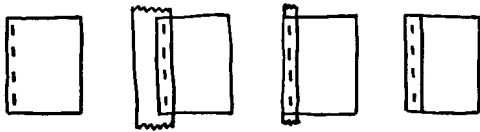
#### Double-sided pages (smart cookies)

1. Open Acrobat Reader and then open the single-sided "ns\_x.pdf" file.
2. Check the Page Setup (File > Page Setup...) to make sure you have selected the correct printer and paper size (A4).
3. Open the Print... dialog (File > Print...).
4. Search through the options until you find an option for selecting to print "odd pages only" or "even pages only".
5. Select "odd pages only" and print these pages first.
6. Keep all the pages together as a bundle in the order they come off the printer.
7. Flip the bundle over and keeping the printed pages face down reverse the order of the pages: drag the top page from the bundle to the desk beside it, then repeat with the next page and so on. The back page that was originally on top of the bundle will end up on the bottom of the bundle and vice-versa.
8. Put the reversed bundle of pages back in the blank paper tray.
9. Open the Print... dialog again (File > Print...).
10. Select "even pages only" and print these pages.
11. All going to plan the printer will print the even numbered pages on the backs of the odd numbered pages you have already printed. You will need to know the mannerisms of your printer to ensure the even pages are not printed overtop of the odd pages or the odd and even pages are upside down when compiled (common problems). It maybe wise to test this paper-flipping double-sided dance with just a few pages first, discard them, and then print the magazine for real. We recommend perseverance because it saves trees (to a point).



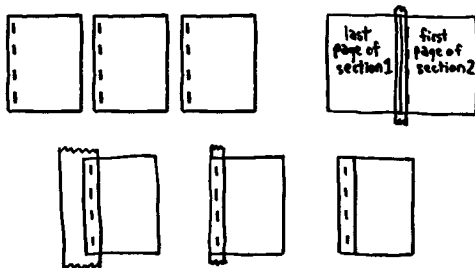
### Customise the cover

1. The cover is a colouring-in project, purposefully plain so you can tart it up. If you're stuck for ideas – copy off the colours on the website.



### Assemble and bind the magazine

1. If you have a 1cm thick bundle of single-sided pages you'll need either a heavy-duty stapler, or bind the magazine in 3 sections (see 1. below).
2. The cover has 4 lines down the left margin indicating where the staples need to be. Staple as accurately as possible – too much deviation may mean text will be difficult to read down this left margin. Staple the two inside staples first then the two outside ones.
3. Cut a piece of tape slightly longer than the spine. Use tape that is wide enough to wrap around the spine of the magazine and cover the staples. Packing-tape or cloth-tape is good, novelty-tape is better.
4. Apply the tape so it wraps around the spine of the magazine covering the staples front and back.
5. Trim the tape top and bottom.



### If you need to bind the magazine in 3 separate sections

1. First, divide the magazine pages into 3 sections (4 sections may work but is untested).
2. Staple each section with four staples down the spine. Use the cover as a guide.
3. Arrange the first 2 sections side-by-side on a desk with their spines touching. The cover will be face down, the 2nd section will be face up.
4. Tape both sections together across the spine with some narrowish tape.
5. Fold these two sections together so the cover

is still face down and arrange the 3rd section alongside so the spines are touching.

6. Tape the 2nd and 3rd sections together across the spine with the narrowish tape. Now you should have 3 sections as one magazine.
7. Cut a piece of wide tape slightly longer than the spine. Use tape that is wide enough to wrap around the spine of the magazine and cover the staples. Packing-tape or cloth-tape is good, novelty-tape is better.
8. Apply the tape so it wraps around the spine of the magazine covering the staples front and back.
9. Trim all the tape top and bottom.

### Read the magazine and show it to your friends