

FREE CHEAT SHEETS · A4

Imposition Cheat Sheets

Where every page goes on the sheet, so your zine never comes out upside down or out of order. One page per format; pin them above the printer.

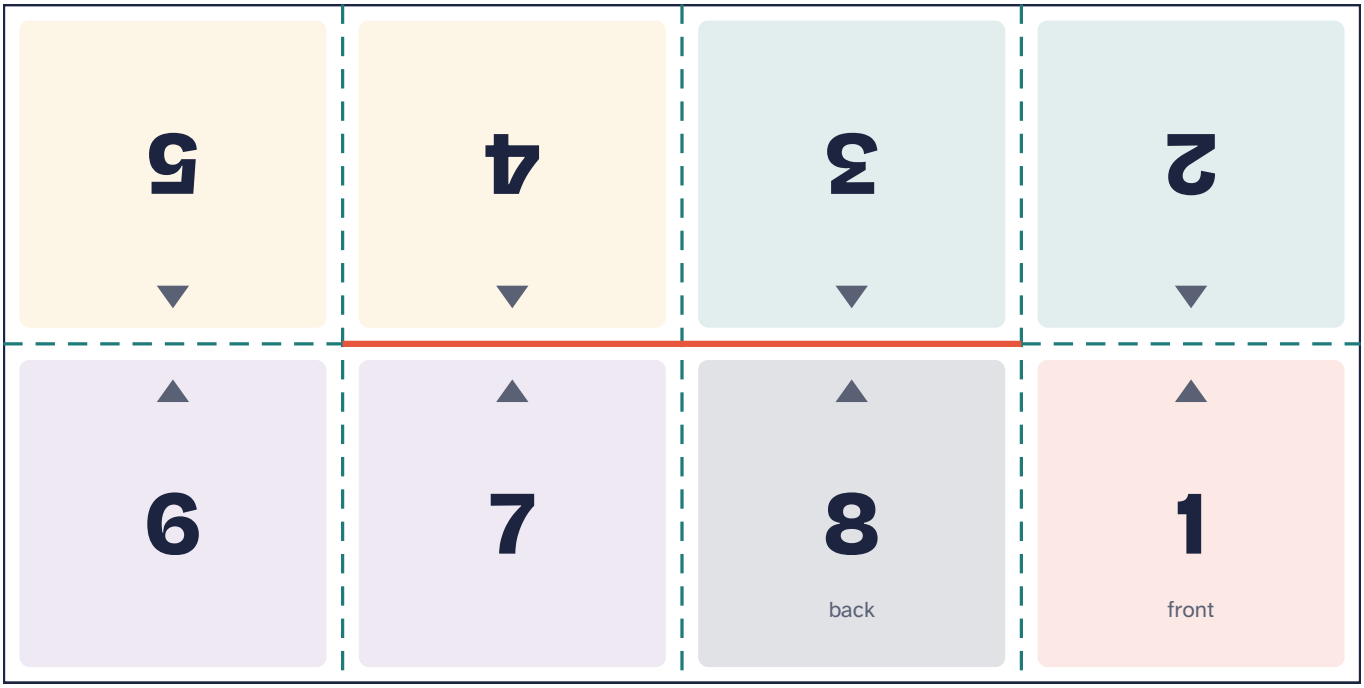
INSIDE

- The one-sheet 8-page mini zine map
- 8, 12 and 16-page booklet maps (sheet by sheet, front and back)
- A formula for any page count, and a blank planner
- Duplex settings, the pencil test, and the five checks before you print

These pages accompany *The Complete Zine Making Handbook* (Quillfold Studio Handbooks, Book 1) by Margo Quillfold. You may print and photocopy them for your own zines and for non-commercial classes, libraries and workshops. Please do not sell or re-post the files; share the link **quillfold.studio/bonuses** instead.
Paper size of this file: **A4**. Print at **Actual size / 100%**, not "Fit to page", unless a page says otherwise. Edition 1 · November 2026.

FORMAT 1 · ONE SHEET, ONE CUT

The 8-page one-sheet mini zine



Bottom row, upright, left to right: 6, 7, 8 (back cover), 1 (front cover).

Top row, upside down, left to right: 5, 4, 3, 2. Every page's head (top) points at the long centre line.

Why upside down? The sheet folds in half along the long centre line, so the top row ends up flipped behind the bottom row. Drawing it upside down makes it right way up in the finished zine.

Cut: only across the two middle panels, along the centre line. No staples or glue needed.

FACING PAGES

Neighbours on the sheet become spreads: 2 | 3, 4 | 5 and 6 | 7. Covers 1 and 8 wrap around the outside. Plan any image that crosses a spread across those neighbouring panels.

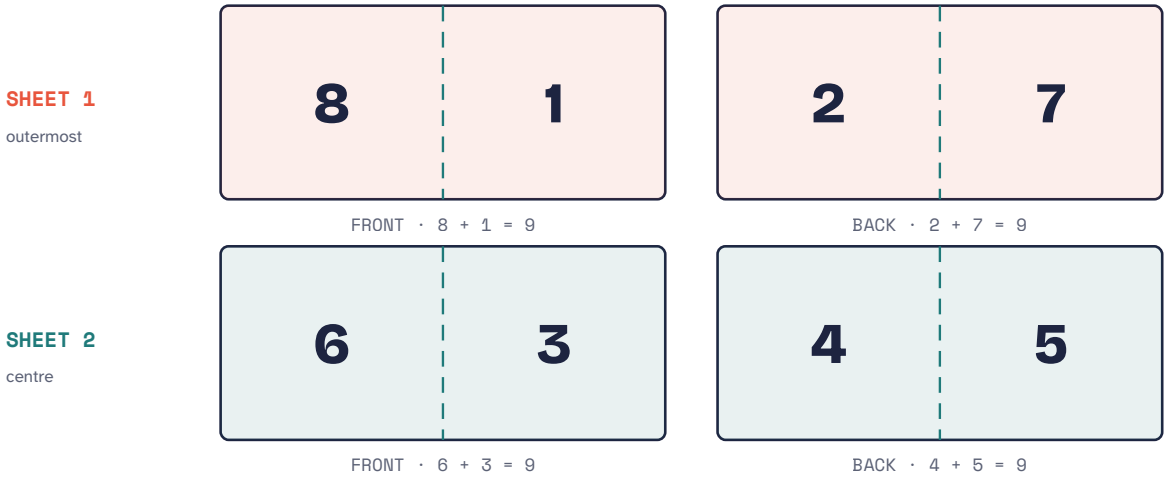
IN AN APP

Make a landscape page, split it into a 4 × 2 grid, place pages as above and rotate the top four 180° before printing. Export a PDF and print it at Actual size.

BOOKLET · 8 PAGES · 2 SHEETS

8-page folded booklet (A5 pages)

Each sheet is printed on both sides, folded in half, and nested inside the one before. Every printed side carries two pages that add up to **9**. Bind through the centre fold with staples or a pamphlet stitch.



Sheet	Front: left | right	Back: left | right	Position
1	8 | 1	2 | 7	outermost (covers)
2	6 | 3	4 | 5	centre spread

PRINTER SETTINGS

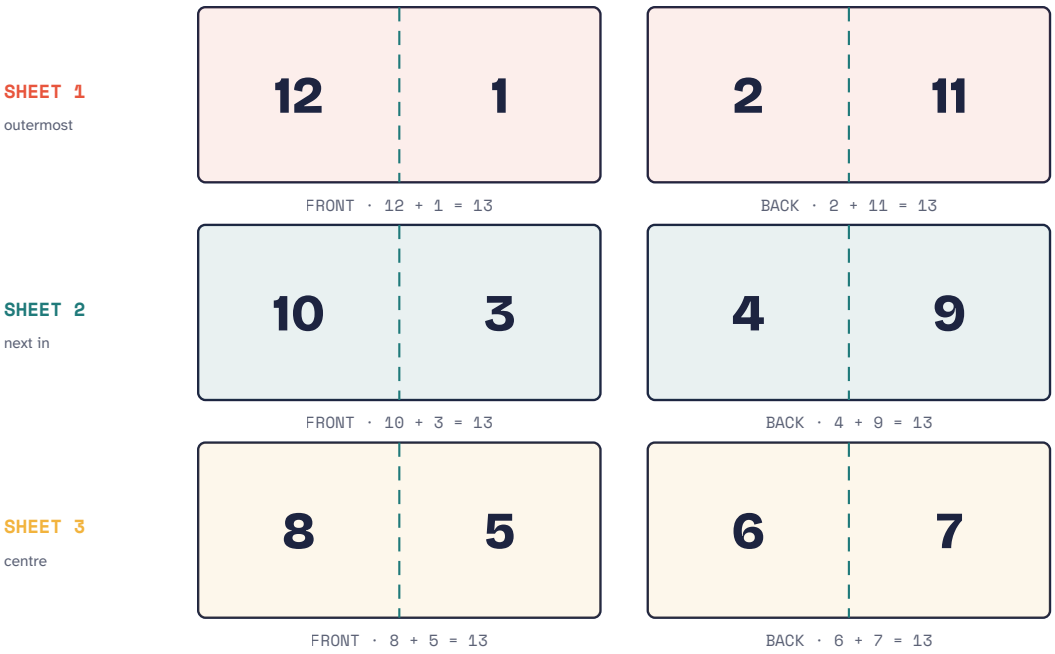
Print double-sided, landscape, **flip on short edge**. Or skip the manual layout entirely: export the pages in reading order and use your PDF reader's **Booklet** print option, which imposes them for you.

The centre spread (4 | 5) is the only place one image can run across two pages without a break.

BOOKLET · 12 PAGES · 3 SHEETS

12-page folded booklet (A5 pages)

Each sheet is printed on both sides, folded in half, and nested inside the one before. Every printed side carries two pages that add up to **13**. Bind through the centre fold with staples or a pamphlet stitch.



Sheet	Front: left | right	Back: left | right	Position
1	12 | 1	2 | 11	outermost (covers)
2	10 | 3	4 | 9	nested inside sheet 1
3	8 | 5	6 | 7	centre spread

PRINTER SETTINGS

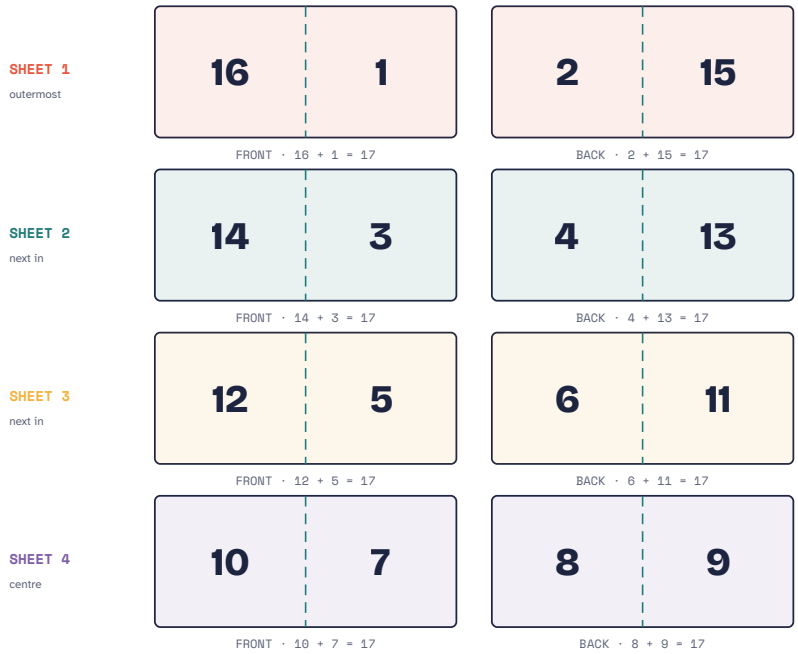
Print double-sided, landscape, **flip on short edge**. Or skip the manual layout entirely: export the pages in reading order and use your PDF reader's **Booklet** print option, which imposes them for you.

The centre spread (6 | 7) is the only place one image can run across two pages without a break.

BOOKLET · 16 PAGES · 4 SHEETS

16-page folded booklet (A5 pages)

Each sheet is printed on both sides, folded in half, and nested inside the one before. Every printed side carries two pages that add up to **17**. Bind through the centre fold with staples or a pamphlet stitch.



Sheet	Front: left | right	Back: left | right	Position
1	16 | 1	2 | 15	outermost (covers)
2	14 | 3	4 | 13	nested inside sheet 1
3	12 | 5	6 | 11	nested inside sheet 2
4	10 | 7	8 | 9	centre spread

PRINTER SETTINGS

Print double-sided, landscape, **flip on short edge**. Or skip the manual layout entirely: export the pages in reading order and use your PDF reader's **Booklet** print option, which imposes them for you.

The centre spread (8 | 9) is the only place one image can run across two pages without a break.

ANY PAGE COUNT

The formula, a blank planner, and five checks

Rule of four: each folded sheet adds four pages, so a folded booklet has 4, 8, 12, 16, 20… pages. If you have 10 pages of content, add two (inside cover notes, a credits page, a pin-up) rather than leaving blanks at the end.

Sheet k of an N-page booklet

k	Front: left | right	Back: left | right
1	N – 0 | 1	2 | N – 1
2	N – 2 | 3	4 | N – 3
3	N – 4 | 5	6 | N – 5
4	N – 6 | 7	8 | N – 7

In general: front = (N – 2k + 2) | (2k – 1); back = 2k | (N – 2k + 1). Sheet 1 is the outermost.

Blank planner · N = ____

Sheet	Front	Back
1	___ | ___	___ | ___
2	___ | ___	___ | ___
3	___ | ___	___ | ___
4	___ | ___	___ | ___
5	___ | ___	___ | ___
6	___ | ___	___ | ___
7	___ | ___	___ | ___
8	___ | ___	___ | ___

Duplex flip, in one line

Booklet sheets are landscape, so turn them over left to right: **flip on short edge**. Portrait pages printed one per side use flip on long edge. Not sure? Print one sheet, mark the top edge in pencil, and fold it before running the rest.

Before you print the run

- [ ] **Pencil test.** Number a blank dummy, fold it, and flip through: 1 to N in order and right way up.
- [ ] **Page count** is a multiple of four (folded booklets) or exactly eight (one-sheet).
- [ ] **Safe area.** Words and faces at least 0.25 in (6 mm) from every edge and 0.375 in (10 mm) from the fold.
- [ ] **Actual size.** The PDF prints at 100%, not "Fit to page".
- [ ] **One test copy** printed, folded, bound and read through before the edition.

Step-by-step folds for every format, plus the 16-page one-sheet zine and its map, are in *The Complete Zine Making Handbook*.