

Printing Guide

Heroes of Islam — Series 24: Berke Khan

This book is **FREE for Muslims**. You may print it for yourself, your family, mosques, prayer rooms and schools, or to give as a gift. **It may not be sold.**

1. Files in this pack

`Berke_Khan_PRINT.pdf`	**Book interior** — 37 pages, A4, full colour
`Cover_Print_Berke_Khan.pdf`	**Full cover for a print shop** — front, spine and back on one sheet
`Front_Cover_A4_Home.pdf` `Back_Cover_A4_Home.pdf`	**Covers for printing at home** — A4, with a 5 mm white border
`Printing_Guide_Berke_Khan.pdf`	This guide

> **Note:** Each chapter begins on a new page. There are no intentionally blank pages in this book.

2. Printing at a print shop

Give the print shop both the book interior and the full cover files, with these specifications:

Book size	A4 (210 × 297 mm)
Number of pages	37 (printed double-sided / duplex)
Colour	Full colour
Interior paper	80gsm
Binding	Comb/wire binding or thin glued binding — this book is slim, so comb binding suits it best
Full cover size	427.9 × 303.0 mm, including 3 mm bleed on every edge
Spine	1.9 mm (for 80gsm paper) — **ask the print shop to confirm it**

> **Tip:** Ask for one proof copy first to check the colours and binding before printing in larger numbers.

3. Printing at home

a) Front and back covers

1. Use thicker A4 paper, for example **100gsm**, matte card or photo paper (check your printer's paper-weight limit).
2. Open **Front_Cover_A4_Home.pdf** in **Adobe Acrobat Reader → File → Print**.
3. Under **Page Sizing & Handling**, choose **"Actual size"** (not "Fit").
4. Click **Properties** → Paper Size: **A4**; Paper Type: to match your paper; Quality: **High**.
5. Print, then repeat for **Back_Cover_A4_Home.pdf**.
6. Let the covers dry for **10–15 minutes** on a flat surface, as they contain a lot of dark colour.

Most home printers cannot print right to the edge of A4 paper. That is why the home cover files come with an even **5 mm white border**.

b) The book interior (manual double-sided printing)

1. Open **Berke_Khan_PRINT.pdf → Print → Actual size**; Paper Type "Plain paper", Quality "Standard".
2. **Test with just 4 pages first** (Pages 1–4) to make sure the paper direction is right.
3. Click **More Options** → choose **"Odd pages only"** → Print.
4. Let the pages dry for about 5 minutes. Turn the stack over and put it back into the printer tray.
5. Print again with **"Even pages only"**.
6. Print in small batches, for example **20–30 sheets** at a time, so it is easy to redo if the paper jams.

c) Binding

- **Comb or wire binding** is suitable and inexpensive — any photocopy shop can do it. This book has only 19 sheets, so a small comb is enough.
- Place a **clear plastic sheet** in front of the front cover and behind the back cover to protect the colours.
- The inner margin of this book is **3 cm**, so the binding holes will not touch the text.

4. Digital edition

The eBook edition (with a clickable table of contents and linked chains of narration), the other books of Heroes of Islam, The Prophet's Sirah ﷺ and The Shama'il of the Messenger ﷺ can be read and downloaded free at **quranscience.my**. Follow us at **facebook.com/QuranScienceMY**.

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