

# Printing Rafiq

## রফীক প্রিন্ট করার নিয়ম

Every title comes in two paper sizes. Use the file that matches the paper in your printer: Letter in North America, A4 almost everywhere else.

প্রতিটি শিরোনাম দুটি কাগজের মাপে আছে। আপনার প্রিন্টারের কাগজের সাথে মিলিয়ে ফাইল বাছুন — বাংলাদেশে সাধারণত A4।

EVERY PRINT · সব প্রিন্ট

|                                                                                                                                 |                                                                                               |                                                                                                                     |                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Scale 100%</b><br>"Actual size". Never "Fit to page" for cards, or they won't fold to size.<br>স্কেল ১০০%, “ফিট টু পেজ” নয়। | <b>Margins: none</b><br>The files already leave room for the printer's edge.<br>মার্জিন: নেই। | <b>Background graphics on</b><br>Keeps the grey source tags and panel tints.<br>ব্যাকগ্রাউন্ড গ্রাফিক্স চালু রাখুন। | <b>Black &amp; white is fine</b><br>Everything is designed in greys. A laser printer keeps small Arabic marks sharpest.<br>সাদা-কালোই যথেষ্ট। |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|

BY FORMAT · ধরন অনুযায়ী

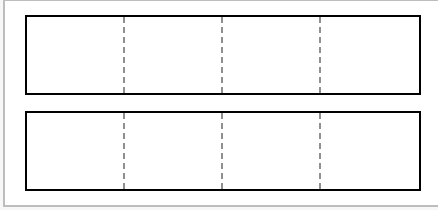
| FORMAT                                                            | PAPER SIZE                                                      | PAPER WEIGHT                                  | SIDES                                 | PAGE |
|-------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------|---------------------------------------|------|
| <b>Wallet cards</b><br>11 sets and the Du'ā set<br>ওয়ালেট কার্ড  | Letter or A4, landscape                                         | Matte cardstock, 200–250 gsm (65–90 lb cover) | One side and glue, or the duplex file | 2    |
| <b>Card jackets</b><br>A wrap for each folded set<br>কার্ডের মলাট | Letter or A4, landscape                                         | Cardstock, 160–200 gsm (60–75 lb cover)       | One side                              | 2    |
| <b>Booklets</b><br>Forty Ḥadīth · First Forty Days<br>পুস্তিকা    | Letter or A4, portrait                                          | Plain paper, 90–100 gsm (24–27 lb bond)       | Both sides, long edge                 | 3    |
| <b>Zakāt worksheet</b><br>যাকাত ওয়ার্কশিট                        | Letter or A4, portrait                                          | Plain paper, 90–120 gsm                       | One side                              | 3    |
| <b>Masjid posters</b><br>Five titles<br>মসজিদের পোস্টার           | A2 (420 × 594 mm), or the A3 file                               | Silk or matte, 170–200 gsm                    | One side                              | 4    |
| <b>Adhkār sheet</b><br>Long format<br>যিকিরের শিট                 | 11 × 32 in (Local) · 11 × 24 in (International), or the A4 file | Poster or banner paper, 150–200 gsm           | One side                              | 4    |

**Saving a PDF.** Open the title, choose Export → PDF, and keep the paper size the file was made for. For a print shop, send the PDF with its size written in the file name.

**Before a big run.** Print one sheet and check that the Arabic vowel marks and the smallest grey source lines are readable. If they aren't, switch printers before you change any settings.

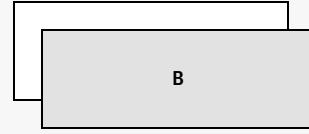
# Cut, glue, fold

Each sheet holds two strips of four panels. A strip folds into one card about 54 × 92 mm (2½ × 3½ in), close to a bank card, so it fits a wallet. A4 sheets print the cards at 96% so they fit the shorter page.



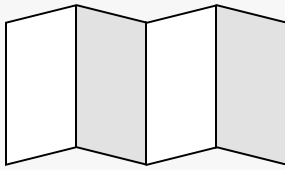
- 1 Cut out the strips.** Cut along the solid black outline of each strip. Don't cut the dashed lines.

কালো সলিড দাগ বরাবর প্রতিটি স্ট্রিপ কাটুন। ড্যাশ দাগ কাটবেন না।



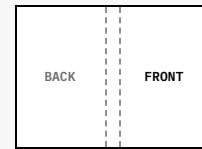
- 2 Glue A to B, back to back.** Sets marked "glue A to B" have a matching second strip. Spread a glue stick thinly over the whole back, line up the edges and dashed lines, and press flat under a book for ten minutes.

A ও B স্ট্রিপের পিঠে পিঠে আঠা দিয়ে লাগান, দাগগুলো মিলিয়ে নিন।



- 3 Fold in a zig-zag.** Fold back and forth along each dashed line, so card 01 ends up on the front. Run a thumbnail or a ruler along each fold. Scoring the fold first with a blunt knife stops cardstock from cracking.

ড্যাশ দাগে আঁকাবঁকা করে ভাঁজ করুন, যাতে কার্ড ০১ সামনে থাকে।



- 4 Wrap it in its jacket.** Cut out the jacket and fold on both dashed lines at the narrow spine. Wrap it around the folded set, front facing out, and glue it only to the back of the last panel so the cards still open.

মলাট কেটে দুই ড্যাশ দাগে ভাঁজ করুন, কার্ডের উপর মুড়িয়ে শুধু শেষ প্যানেলে আঠা দিন।

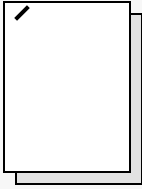
**No glue: the duplex file.** Each set also comes as a "Duplex" file with strip A on the front and strip B on the back. Print both sides, **flip on short edge**, then cut and fold. Hold a test sheet to the light first; printers drift 1–3 mm.

আঠা ছাড়া: "Duplex" ফাইল দুই পাশে প্রিন্ট করুন, শর্ট এজে ফ্লিপ।

**Local sets** run to 2–3 sheets because the Bengali makes some cards longer. Split cards are marked 02a / 02b and sit side by side.

**Lamination.** Use a matte pouch of 80–125 micron after gluing, then trim with a 2 mm clear edge. Fold before you laminate.

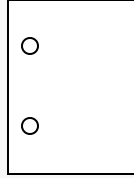
# Print, then bind



## Staple the corner

Print on both sides, flipping on the long edge. Put the pages in order and staple once at the top left, at 45°.

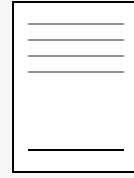
দুই পাশে প্রিন্ট করুন (লং এজ), বাঁ দিকের উপরের কোণে একটি স্টেপল দিন।



## Or punch for a binder

Forty Ḥadīth runs to 7–8 pages and lasts longer in a ring binder or a slide-bar folder. The inner margin leaves room for a 2-hole punch.

চল্লিশ হাদীস ফাইলে রাখতে দুই ছিদ্রের পাঞ্চ ব্যবহার করুন।



## Zakāt: one sheet a year

Print a new worksheet on your zakāt date each year. Fill it in with a pencil first, then ink in the final figures and keep it with your records.

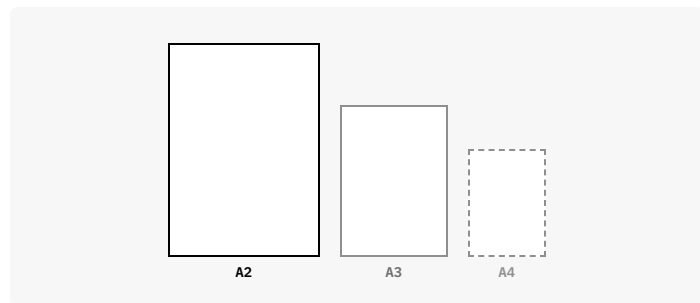
প্রতি বছর যাকাতের তারিখে নতুন শিট প্রিন্ট করুন; আগে পেন্সিলে লিখুন।

FOR A STUDY CIRCLE OR A MADRASA CLASS

**Copy shops** can print and staple in one step. Ask for "duplex, long edge, corner staple, 100 gsm" and give them the PDF, not the web link.

**Photocopying** a printed copy works, but copy at 100% with a darker setting so the grey transliteration doesn't fade.

# Large formats

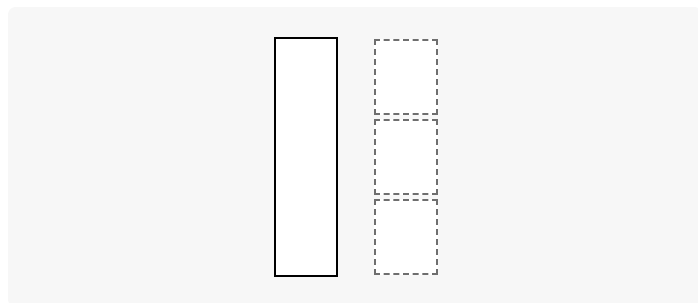


## Masjid posters: made for A2

The five posters are laid out at A2 (420 × 594 mm) so they can be read from across a room. Ask a print shop for A2, 170–200 gsm silk, no bleed needed. For a wall in a busy corridor, laminate them or mount them on 3 mm foamboard.

**Smaller:** each poster also has an A3 file, the same design at 71%. Print it at 100%. A4 is fine for a notice board you read up close, but not for a wall. In the US, 18 × 24 in fits the A2 file with a narrow white band top and bottom.

পোস্টার A2 মাপে বানানো। প্রিন্টের দোকানে A2, ১৭০–২০০ জিএসএম চান। ছোট মাপের জন্য A3 ফাইলটি ১০০% স্কেলে প্রিন্ট করুন।



## Adhkār sheet: one long page

Morning and evening adhkār on a single tall sheet: 11 × 32 in in the Local edition, 11 × 24 in in the International. A print shop can run it on roll or banner paper.

**At home:** use the A4 file. It sets the same adhkār as ordinary pages, in reading order, to staple or pin up side by side. To keep the long sheet, choose Poster (or Tile) at 100% in your PDF viewer and tape the overlaps from behind.

বাড়িতে A4 ফাইলটি ব্যবহার করুন — একই যিকির সাধারণ পাতায়, ক্রম অনুযায়ী।