

Booklet Print and Assembly Instructions

Printing the booklet file (also know as “duplex” printing), and Assembling

1) Open and print the “Cover” file on Card Stock paper. Fold in half and set aside.

If your printer can print “Duplex” automatically, just select the duplex setting in the <Print Properties> window settings and select <Duplex> and <Flip on Short Side>, or <Short Side Stapling> . . . this will depend on your printer. (refer to your printer manual for duplex print procedure). You still want to make sure the page orientation is set to <Landscape> when printing on a duplex printer.

2) Open the booklet file and choose <File>, then select <Print> from the menu selections.

3) While in the Print dialog, open the <Print Properties> window.

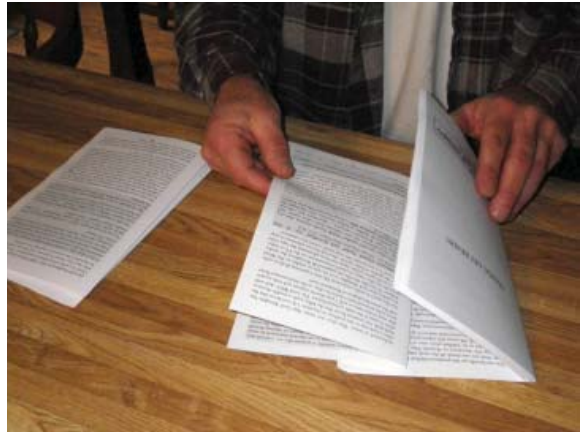
4) Make sure <Landscape> is selected for page orientation.

5) Close the Properties window and select print <Odd Pages Only> in your print dialog screen.

6) Click “OK” to let the odd pages print until all “odd” pages have printed.

7) Turn the pages over lengthwise and place back into the paper feed tray of your printer.

8) Follow the instructions above, but now select print <Even Pages Only> in your print dialog screen.



9) Remove the completed pages from your printer with the inside (center of book) pages facing up. Begin folding each page starting with the top (or center) and begin stacking with your first page on the bottom and your last page on top.

10) Once all of the pages are folded, you can take the top page and hold it open while slipping the other folded pages (one at a time) into each other. This is called collating. Repeat the folding process for the cover and slide it over the others to make a complete set, or book.



11) Unfold the stack of pages so that you can staple through them in the center from the cover side. Carefully place the pages into the stapler and staple through the fold in at least two places, preferably about an inch and a half from the top and bottom edges of the page. Fold the entire book back into booklet format and press the folded edge tightly.



11) Using a sharp craft knife and steel ruler, carefully line the ruler up five and one half inch in from the stapled and folded side. Press down quite firmly on the ruler and carefully trim the excess in multiple strokes, holding the ruler very firm throughout the trimming operation. *Note:* It is very important to use light, consistent strokes with the knife when trimming to avoid poor quality and potential harm to yourself!

That's It!!! Now go and minister with your new material, God Bless.