

Easter Booklet Printing Instructions

To Print the Double-Sided Booklet:

USING DUPLEX SETTING ON YOUR PRINTER

Print the PDF file using your printer's duplex setting so it will automatically print on the front and back of each page.

USING MANUAL METHOD

You can use this method on any printer. All you need to do is print one side of the page and then reinsert the printed page back into the printer and print on the back. You may need to experiment to make sure you are reinserting the printed pages with the right orientation so the back is printed correctly. Once you've figured this out, OPEN the PDF file and do the following:

NOTE: Click the "PAGES" radio button in the "PAGES TO PRINT" area of the PRINT dialog box that comes up when you click File>Print in the PDF or the Printer Icon. Then, type in the page number of the PDF you want to print.

1. Print FRONT COVER&BACK COVER page. ([Page 1 in PDF](#))
2. Reinsert and print INSIDE FRONT COVER AND 9 ([Page 2 in PDF](#)) on back of FRONT COVER & BACK COVER.
3. Print PAGES 8 & 1. ([Page 3 in PDF](#))
4. Reinsert in printer and print PAGES 2 & 7 ([Page 4 in PDF](#)) on back of PAGES 8 & 1.
5. Print PAGES 6 & 3. ([Page 5 in PDF](#))
6. Reinsert in printer and print PAGES 4 & 5 ([Page 6 in PDF](#)) on back of PAGES 6 & 3.
7. Stack printed pages in this order:
FRONT/BACK COVER/INSIDE FRONT COVER & 9 (FRONT & BACK COVER face down).
1 & 8/2 & 7 (1 & 8 face down).
3 & 6/4 & 5 (3 & 6 face down).
8. Fold together and staple.

To Print As Flat Booklet:

USING PDF FILE

You can print the pages one-sided and stack them as a flat book. Print the [flat print PDF file](#), making sure your printer's is set to print on only one side of the page.

Stack pages in order and staple.

USING JPEG FILES

You can also print the flat print JPEG files on individual pages and then stack in order and staple.

