



Young Women Journal

BLOG FREEBIE PRINT & BIND INSTRUCTIONS



Each journal requires:

- One sheet card stock for cover
- 6 sheets plain paper
- Binding method

Tip: Use the black and white file version to save on printing costs.

STEP ONE: PREPARING THE FILES FOR USE

Before you can edit and print the journal files, you must make sure you have done the following two steps:

1. Download the purchased files from your Etsy account or purchase email.

FROM PURCHASE EMAIL:

- Click in the link provided. You should be taken to the download page.
- Download all files included with your purchase.

FROM YOUR ETSY ACCOUNT:

- Log into your Etsy account.
- Click on “Your Account” (your icon in the upper right-hand corner).
- Select “Purchases and reviews from the menu.
- Scroll down to your purchase and click “Download files.”
- Make sure you download all files included with your purchase.

2. Unzip (decompress) the downloaded ZIP folders.

NOTE: FAILURE TO UNZIP THE DOWNLOADED ZIP FOLDERS WILL MAKE THE FILES INSIDE INVISIBLE OR NONFUNCTIONAL. YOU MUST COMPLETE THIS STEP IF YOU WANT TO USE THE FILES.

Windows:

- Right-click on the downloaded ZIP folder.
- Select “Extract All” from the menu that appears.
- Navigate to the location on your computer you want the files to be.
- Click “Extract.”

Mac:

- Double-click on the ZIP folder.

STEP TWO: PRINTING THE COVER

Print the cover on white card stock if using the color version. If printing the black and white version, any color card stock may be used.

Each journal requires one sheet card stock for the cover.

1. Load printer with card stock.
2. Open your desired cover editable PDF file in Adobe Acrobat Reader.
3. To print, select File>Print.
4. The print dialog box will open.
5. In the “Page Size & Handling” area, make sure “actual size” is selected.
6. For best results, print on your printer’s highest quality setting.
7. Click Print.



Tip: Make a test print on plain paper before printing a large batch of covers.

STEP THREE: PRINTING THE INSIDE PAGES

The edit-and-print version of the journal inside pages file is designed to be printed front to back using six sheets of printer paper.

- Load printer with paper.
- Open Adobe Acrobat Reader.
- Open desired inside pages file in Adobe Acrobat Reader. File>Open.
- Ensure all of your desired text edits are correct.

Duplex Printing (double-sided)

1. If allowed by your printer, print journal pages using the duplex (double-side printing) option. Follow your printer's instructions or check out [these instructions for using Adobe Reader for double-sided printing](#).
2. The pages in the PDF are set up so that the pages are printed as shown below:

SHEET	FRONT	BACK
1	Page 24 & Page 1	Page 2 & Page 23
2	Page 22 & Page 3	Page 4 & Page 21
3	Page 20 & Page 5	Page 6 & Page 19
4	Page 18 & Page 7	Page 8 & Page 17
5	Page 16 & Page 9	Page 10 & Page 15
6	Page 14 & Page 11	Page 12 & Page 13



SHEET 1: Pages 2 & 23 will print on the back of pages 24 & 1.

Manual Double-Sided Printing

The pages in the PDF are set up so that PDF page 1 (journal pages 24 & 1*) should be printed with PDF page 2 (journal pages 2 & 23) on the back. PDF page 3 (journal pages 22 & 3) should be printed with PDF page 4 (journal pages 4 & 21) on the back. See illustrations. [Check out manual double-sided instructions for Adobe Reader here.](#)

1. Print PDF page 1 (journal pages 24 & 1*) on the front of the first sheet of paper (Sheet 1).
2. Reinsert printed pages into printer tray and print PDF page 2 (journal pages 2 & 23) on the back. Make a test print to ensure the tops of front and back are aligned. Print.
3. Repeat process for the remaining sheets of paper, referring to the table below.



SHEET 2: Print journal pages 22 & 3, then flip and print journal pages 4 & 21 on the back.

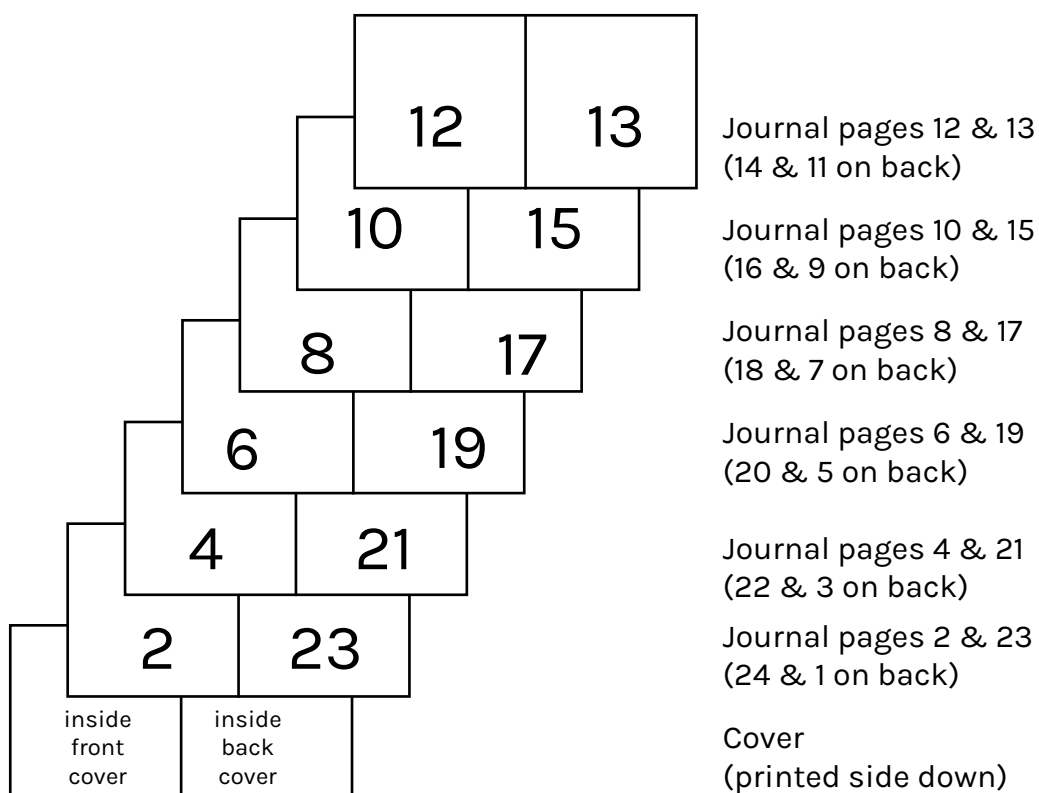
SHEET	FRONT	BACK
1	Page 24 & Page 1	Page 2 & Page 23
2	Page 22 & Page 3	Page 4 & Page 21
3	Page 20 & Page 5	Page 6 & Page 19
4	Page 18 & Page 7	Page 8 & Page 17
5	Page 16 & Page 9	Page 10 & Page 15
6	Page 14 & Page 11	Page 12 & Page 13

STEP FOUR: ASSEMBLING THE JOURNALS

Now it's time to stack, fold and bind the printed pages.

1. Stack printed cover and inside journal pages in the following order:

- Bottom of stack: cover (printed side down).
- Sheet 1: journal pages 24 & 1 printed side down, pages 2 & 23 facing up.
- Sheet 2: pages 22 & 3 face down, pages 4 & 21 face up.
- Sheet 3: pages 20 & 5 face down, pages 6 & 19 face up.
- Sheet 4: pages 18 & 7 face down; pages 8 & 17 face up.
- Sheet 5: pages 16 & 9 face down; pages 10 & 15 face up.
- Sheet 6: pages 14 & 11 face down; page 12 & 13 face up.



2. Fold stacked pages in half.
3. Bind journals using your preferred method: staple along fold or cut, punch, and bind with Cerlox, Zutter or other method.

