

Essential New Testament booklet printing instructions

What you will need: Windows computer, bottom loading laser printer, 20 lb bond paper, cover stock or inkjet photo paper, paper cutter, pencil, hot glue gun or book binding glue

This method is designed to cut two booklets, 5.5" high, out of 19 sheets of 8.5x11" paper and bind them as either a stapled booklet or perfect bound booklet

1. Cut at least 19 sheets of 20 lb. bond 8.5x11" paper into 7.3" wide (7 $\frac{3}{16}$ inches).
2. Open EssentBookSide1.pdf
3. Set Printing: Properties - Effects - Print document on - 7.3 (make a custom size of 7.3 by 11 by: go to "Paper" - "Custom") - scale to fit - Paper - 7.3
4. Place pages in printer - centered. Print side 1. Inspect pages to make sure the text is centered on the pages as they print.
5. Reshuffle pages so first pages are on bottom and last are on top
6. Turn pages over
7. Place pages in printer, centered, with unprinted side UP and printed half IN
8. Open EssentBookSide2.pdf
9. Set Printing: Properties - Effects - Print document on - 7.3 - scale to fit - paper - 7.3
10. Print side 2. Inspect first few pages to make sure they are printing correct (lined up and opposite the right pages - page 1 should be on the other side of page 2, etc.). Also, hold a page up to the light to assure that the text blocks on either side of the paper are printing directly over one another. Cancel printing if not correct and readjust.

Print second booklet on bottom half of pages:

11. Place pages in printer, centered, with blank bottom half IN the printer
12. Leave EssentBookSide2.pdf open and print side 2
13. Reshuffle pages so first pages are on bottom
14. Turn pages over
15. Place pages in printer with unprinted side UP and blank bottom half IN the printer
16. Open EssentBookSide1.pdf
17. Set Printing: Properties - Effects - Print document on - 7.3 - scale to fit - paper - 7.3
18. Print side 1
19. Inspect first few pages to make sure they are printing correct - cancel if not correct.

Binding the Booklets

“Perfect” binding (glued): Cut the individual pages out, trim them on the outside edge to 3 $\frac{1}{2}$ inches wide, and glue them into the booklet after scoring the book cover (making two fold creases with a ruler and butter knife) so that it has a $\frac{5}{32}$ inch wide spine. If using a hot glue gun, jog the pages so they are even where the spine will be, clamp the pages with a clothes line pin or other type of clip, apply hot glue along the edge, let it cool, then insert the pages into the cover. Reheat the outside of the cover with an iron (with a piece of paper in between the iron and cover) while tapping the edges to keep them straight. Book binding glue can also be used.

“Stitched” binding (stapled): Cut pages in half at 5 $\frac{1}{2}$ inches, separating the top and bottom. Fold pages in half and collate them so they are in the right order. Trim long, outside edge of pages to compensate for "gutter creep" by marking the top and bottom edges of the folded booklet with a pencil (even with the outside page), then trimming a few pages at a time in decreasing cuts, according to the pencil marks. Print cover on a color inkjet printer or a black laser printer and trim to size (7 $\frac{3}{16}$ " by 5 $\frac{1}{2}$ "). Staple cover to pages. Most staplers will not reach 3 $\frac{9}{16}$ inches so you may have to find or buy a long reach stapler, or have a bindery staple it for you.