HOW TO PRINT AN A5 SPIRAL BOUND MINISTRY BOOK FROM THE WEBSITE

The instructions are for **Adobe Acrobat Reader** but can be adapted for other PDF Readers

1. Click the **A5** version of the book **Cover** or **Interior** and it will open as a PDF file in your browser

2. Right click anywhere on the book on the screen and click '**Print…**' on the menu

Customise the Print Window

3. More settings – click arrow to produce this extended view

4. Color – select 'Color' for the **Cover** and 'Black and white' for the **Interior** from the dropdown menu
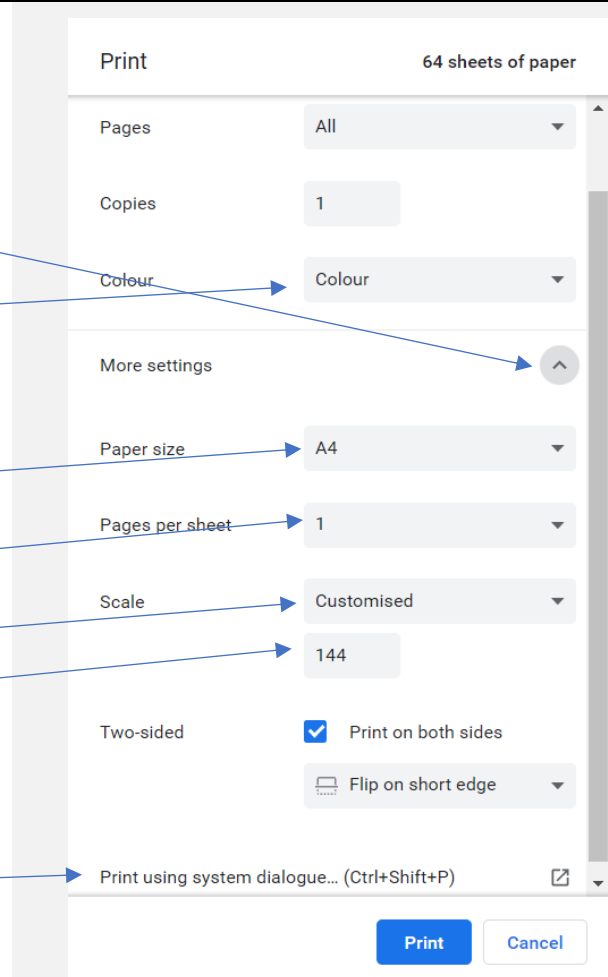
5. Paper size – select 'A4

6. Pages per sheet – select 1

7. Scale – select 'Customised'

8. Type **144**
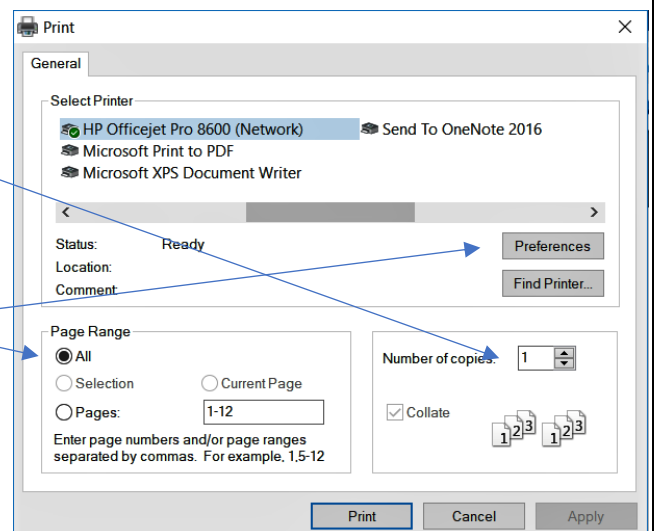
9. Scroll down and click 'Print using system dialogue'

Print — 64 sheets of paper

Pages	All
Copies	1
Colour	Colour

More settings

Paper size	A4
Pages per sheet	1
Scale	Customised
	144

Two-sided ☑ Print on both sides
🖶 Flip on short edge

Print using system dialogue… (Ctrl+Shift+P)

Print   Cancel

Customise the System Dialogue Print Window

10. Select the number of copies you want

11. Select 'All'

12. Click 'Preferences'

Print

General

Select Printer
- HP Officejet Pro 8600 (Network)   Send To OneNote 2016
- Microsoft Print to PDF
- Microsoft XPS Document Writer

Status: Ready   Preferences
Location: Find Printer…
Comment:

Page Range
- ● All   Number of copies: 1
- ○ Selection   ○ Current Page
- ○ Pages: 1-12   ☑ Collate
Enter page numbers and/or page ranges
separated by commas. For example, 1,5-12

Print   Cancel   Apply
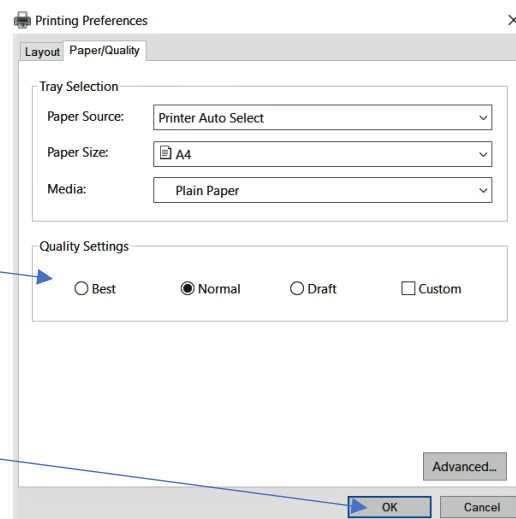
Customise the Printing Preferences – Layout Tab

13. Select 'Portrait'

14. Select 'Flip on Short Edge'

15. Select 'Front to Back'

16. Pages per sheet – select 1

17. Select '**Booklet**'

18. Untick 'Draw Borders'

19. Click the Paper/Quality tab
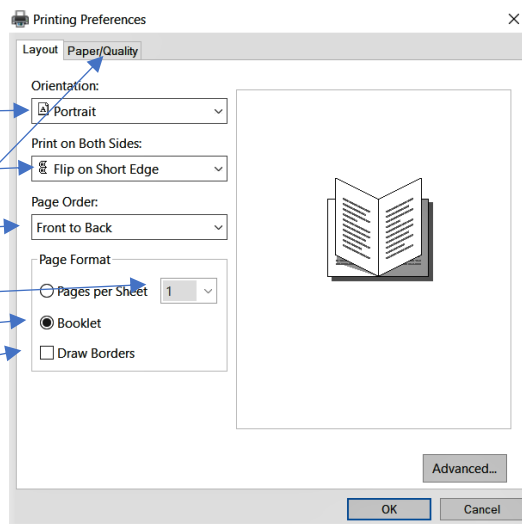
Customise the Printing Preferences – Paper/Quality Tab

20. Select 'Best' or 'Normal' for the **Cover**
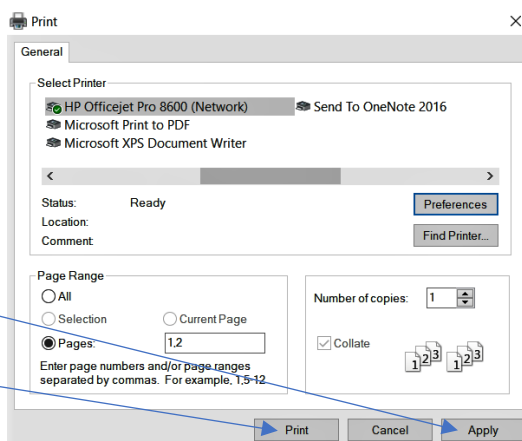   Select 'Normal' or 'Draft' for the **Interior**

21. Click OK

22. For the **Cover** use card (160 g/m^2 works well)   For the **Interior** use paper

Apply the Preferences and Print

23. Click 'Apply'

24. Click 'Print'

25. Cut the pages in half using a guillotine for a clean cut
    Put the 2 piles of **Interior** pages together. Check orientation is correct and pages in the right order
    Put the 2 **Cover** pages either side of the interior pages

26. Place an A5 Clear PVC Report Cover at each end of the book

27. Use a binding machine to bind the pages into a book
    Cut the binding combs down to size and you have your book