

HOW TO PRINT A MINISTRY BOOK FOR AN A4 RING BINDER FROM THE WEBSITE

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

Print Quality – Choose ‘Best’ or ‘Normal’ depending on the quality of your printer

To change the quality of the print –

- either change the setting in your printer software
- or print using ‘system dialog’ making the same selections as below. You’ll find this under ‘More Settings’ at the bottom

1. Click the ‘**A4 COVER**’ link to print the **Cover**
Click the ‘**A4 INTERIOR**’ link to print the **Interior** or text of the book
Each will open as a PDF file

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. Pages – select ‘All’
from the dropdown menu

5. Copies – select the number you want

6. Color – select ‘Color’ for the **Cover**
and ‘Black and white’ for the **Interior**

7. Paper size – select A4

8. Pages per sheet – select 1

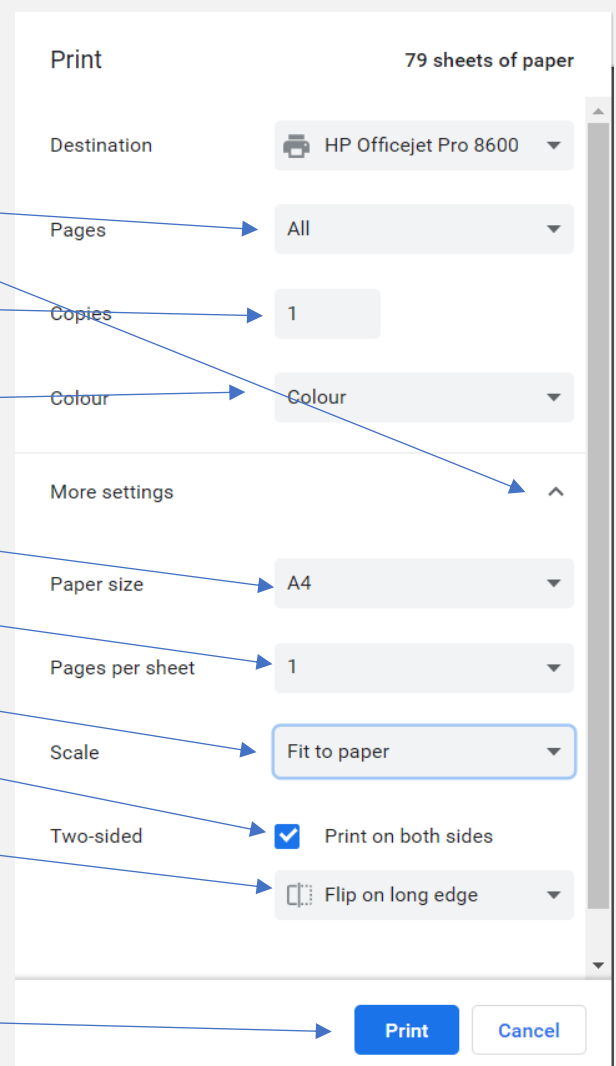
9. Scale – select ‘Fit to paper’

10. Two-sided – tick ‘Print on both sides’

11. Select ‘Flip on long edge’

12. Use card for the **Cover** (160 g/m² works well)
and paper for the **Interior**

13. Click ‘Print’



14. Punch two holes down the left side of the odd number pages and put in a ring binder