

## INSTRUCTIONS FOR PRINTING SCRIPTURE BOOKLET

First download the document (scriptureform2.pdf). You will need Adobe Acrobat Reader to open the document. It is available for free online from several sources if you do not already have it installed on your computer.

Notice that page one of the *document* as downloaded contains *booklet* pages 18 and 19, while page two contains pages 20 and 17, and so on. Consult the documentation for your printer if you are unfamiliar with doing two-side printing. You will need to set up the print job so that each EVEN numbered page prints on the other side of the preceding ODD numbered page. (*Document* page 2 should be printed on the back of page 1, page 4 on the back of page 3, etc.) On some printers this may necessitate printing each page individually.

When finished, page 22 (printed on the reverse of page 21) should be the cover of the booklet. Place the stack with the odd numbered pages down. Folding the cover page down the middle will give you a good guide for stapling down the center line to bind the booklet. If you have kept the pages in correct order, the *booklet* pages will be oriented properly in order as well.

Here is a hint for stapling the booklet if you do not have a large enough stapler to span the distance from the edge of the page to the center. Place the booklet on two layers of corrugated cardboard, open the stapler up so you can staple without using the base part of the stapler. Then staple, taking care to align the staple over the center fold. You will have to carefully bend over the staple ends using a table knife once you remove the booklet from the cardboard.