

Directions for Advent & Lenten Devotional 8.5" x 11" Booklets

LHM is making available to your congregation the ability to customize the Advent/Lenten devotions for your church. The devotions are designed to create a booklet type document. Each step is relatively easy and can be accomplished on most standard desktop printers. Below are "how to" directions for each step in the process.

If you prefer to send your customized devotions to a professional printer (Kinko's, Office Max, etc.), you have several choices on how to do this. Save the file as a PDF document onto your hard drive, enter text into the customizable sections, and either email the document to your local printer, or save the file to a portable drive and take it to a printer.

For the sake of clarity, it should be noted that these directions are written for basic desktop printers. If you have access to more advanced printers, use of special features may allow you to combine steps. Please see page 3 for helpful tips on printing using advanced features.

Printing Two-Sided Copies (standard home / office printer)

Before starting to print these devotions in large quantities, you will need to know onto which side of the paper your printer prints. If you do not know, here is a simple test:

1. On a clean sheet of paper, make a mark on the page and place it into the printer.
2. Print any document onto the page.
3. Determine on which side your printer prints.

Printing

Before starting to print these devotions in large quantities, print one set to make sure everything is properly aligned.

1. Click on the cover of the pdf document.
2. Select [Print] and enter the desired number of copies.
3. Select [Print Range] "Current page".
4. Select [Print].
5. Once printed, remove the copies and place them back into the printer paper tray so that the printer will print onto the blank side of the copies.
6. Return to your document and select the next page (page numbers that print onto the page will be different than the page numbers of the document).
7. Select [Print] and enter the same number of copies.
8. Select [Print Range] "Current page".



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9. Select [Print].
10. Remove printed pages and keep separated.
11. Continue this process until all pages are printed.

Assembly

1. On a large workspace, place the stack of printouts face down.
2. Arrange the devotion pages in ascending order, with the odd numbers facing down.
3. Collate so that the cover is at the bottom of the stack.
4. Fold each set in half to make booklet (staple using a long-reach stapler if desired).

Printing Two-Sided Copies (advanced printer with ability to print two-sided)

Before starting to print these devotions in large quantities, print one set (pages 1-5 should be enough for testing) to make sure the two-sided printing is properly aligned.

Click the printer icon in Acrobat Reader, and a print settings box will appear. Click "Properties" next to the printer name, and another box will open. In the "Main" tab under "Document Style", choose 2-Sided (Book).

If using a Mac, you may see a checkbox for "Two-Sided" instead. If this is the case, choose "Long-Edge Binding" in the two-sided option drop menu.

Print the first 5 pages of one set to make sure the two-sided printing is properly aligned, and adjust settings as needed until your devotional booklet is printing correctly.

Please note that each printer has unique specifications. Due to this, slight variations might be seen on final printed devotions.