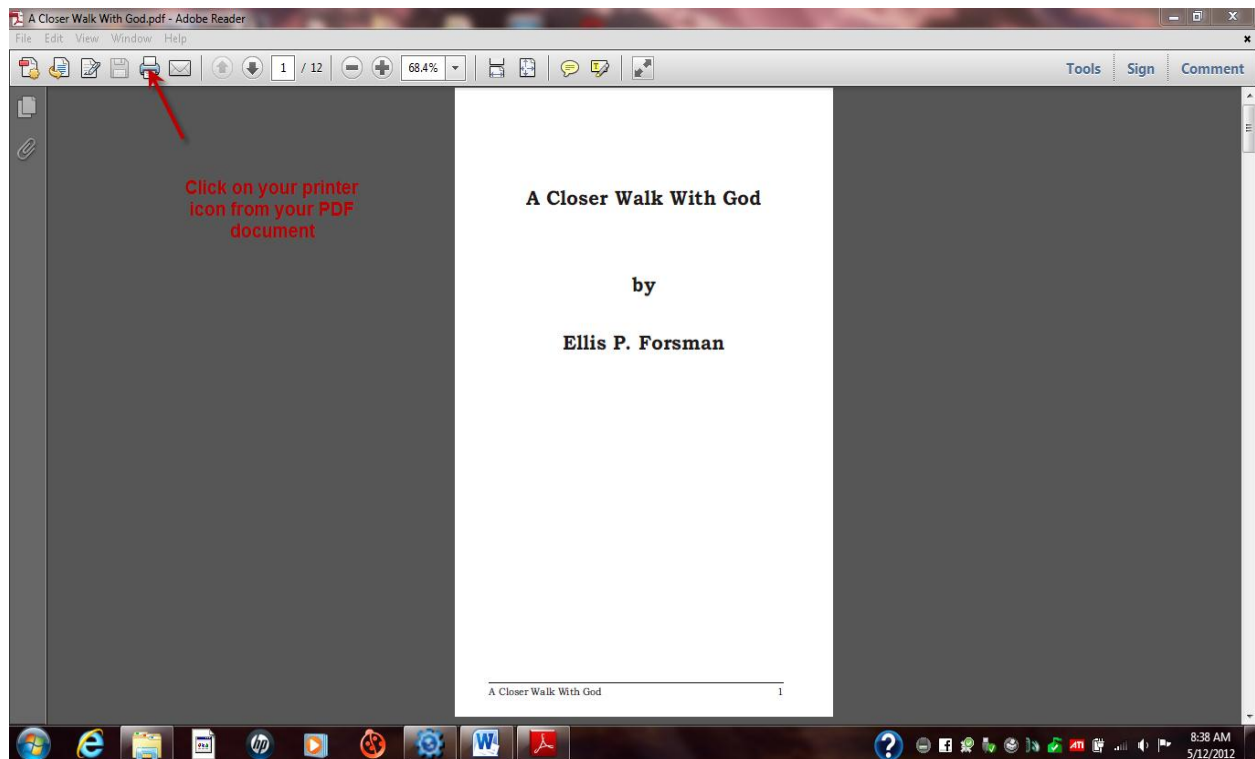


Booklet Print Instructions

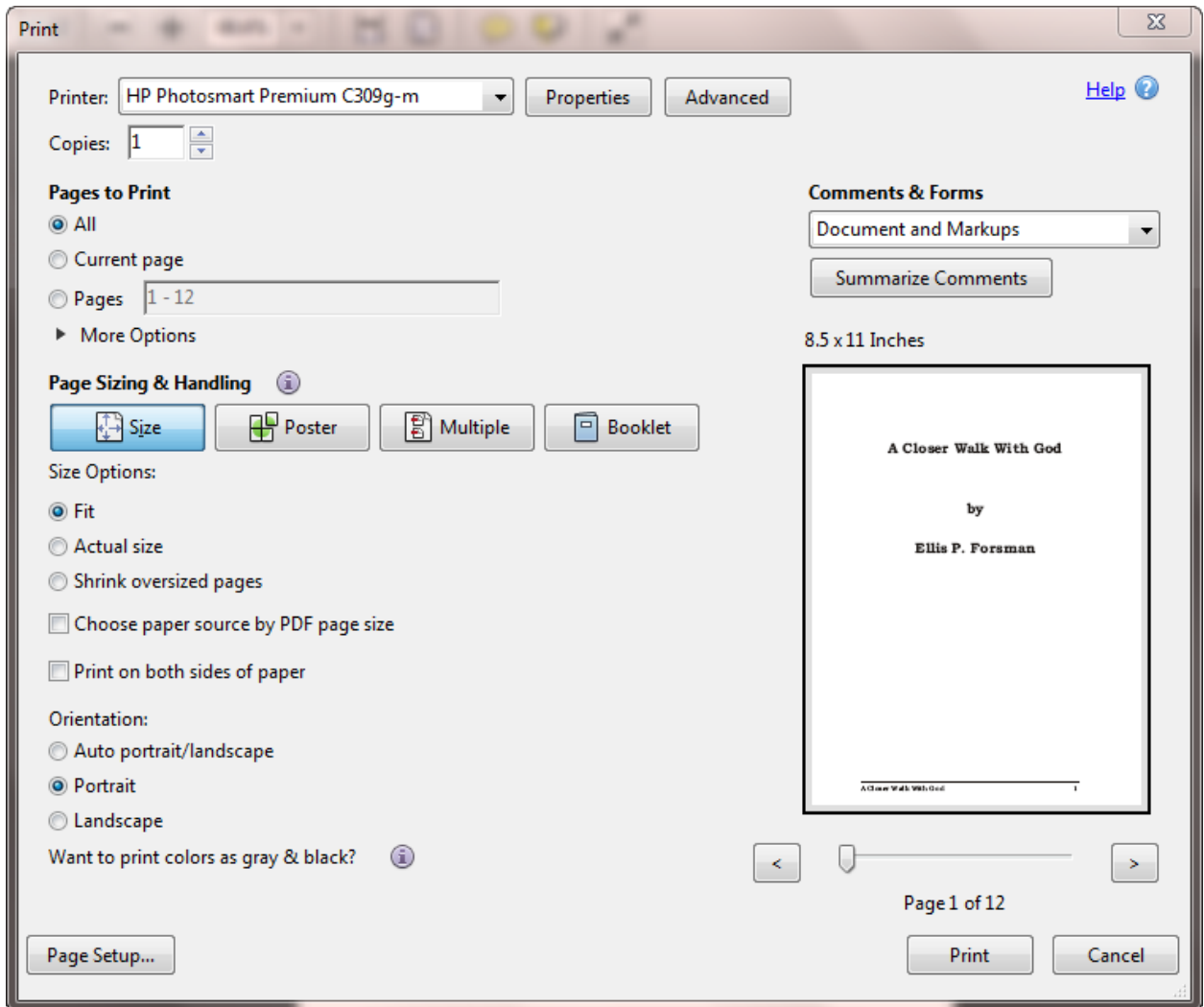
Most of these tracts are set up to be printed on Letter size paper (8 1/2" x 11" as used in The United States) or A4 size paper (as used in Europe or Africa), in landscape mode, and in booklet format on a printer that is capable of duplex printing.

The following is the setup we use to print the tracts:

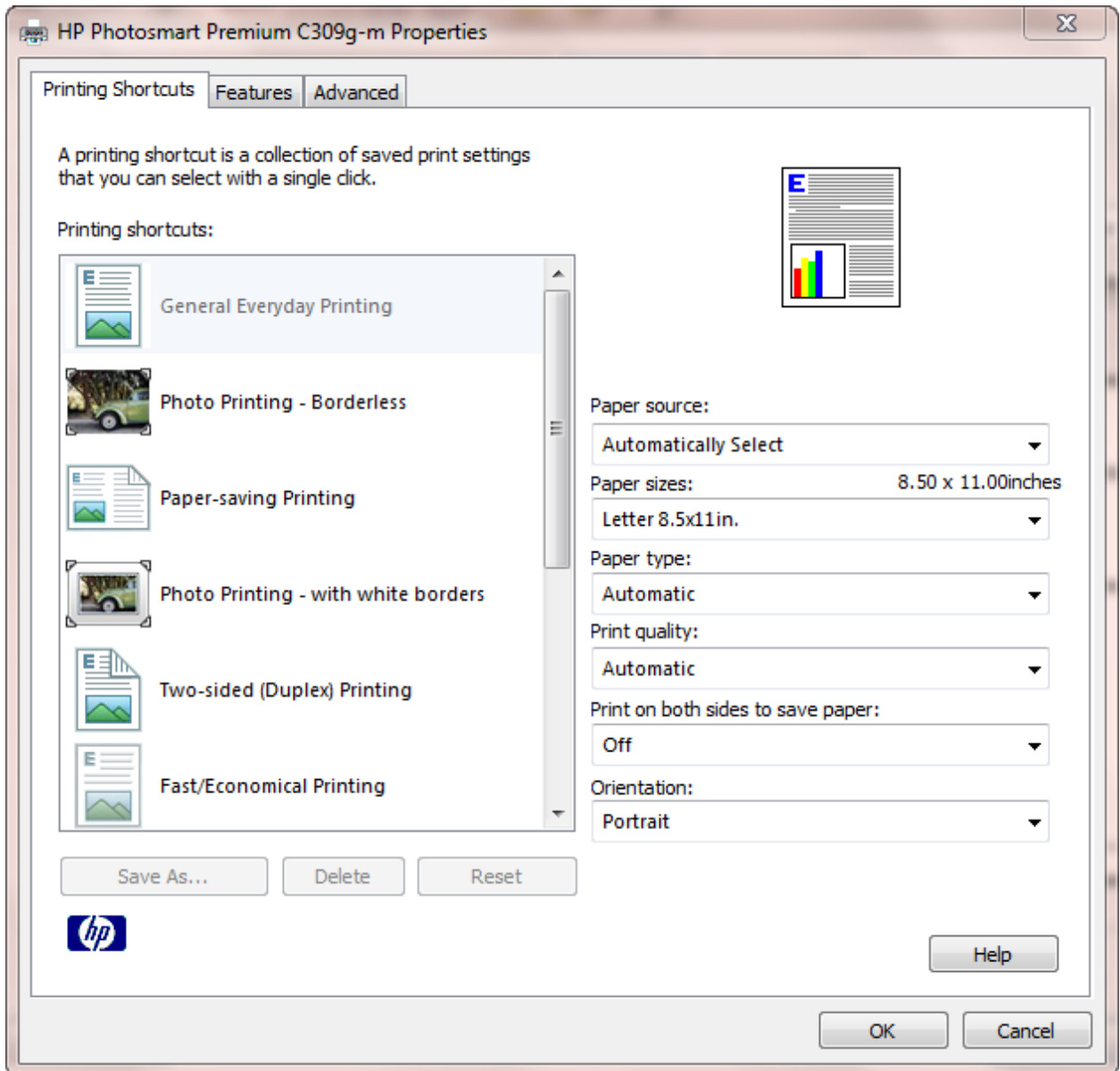
1. Open the file with a PDF reader such as Adobe reader.
2. Click on the printer icon (in this example the fifth from the left):



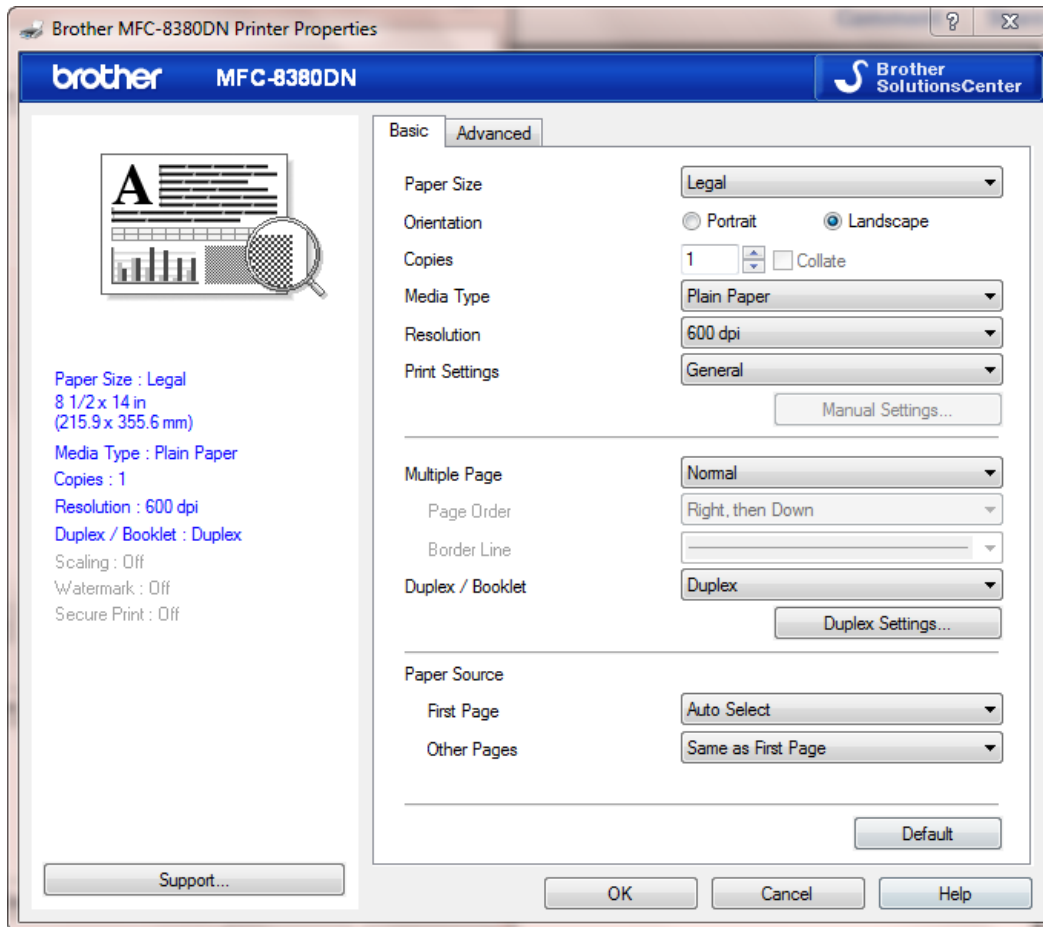
3. You should get a window similar to the following if you have a duplex printer:



4. Click on Properties. The view for each printer is different, but you should get something similar to the following:



Here is a view example for a different printer:



5. Set the paper size to Letter (USA) or A4 (Africa)
6. Set the Orientation to Landscape
7. Set for Duplex printing/Booklet to Duplex with the Booklet Layout or Settings set to Off or None, or else it will print more pages on a sheet than you desire.
8. If your printer asks for number of pages per sheet, set for 1 page.
9. Set for Flip on Left Edge.
10. Set the print range for All.
11. Before you print, if you want a colored heavier bond paper for the cover of your tract, place it in your printer at the top of your stack or in the manual feed tray. I would advise that you use a bond size no greater than 110 to prevent paper jams.
12. You should be ready to print.
13. You will need an extendable reach stapler to print in the middle of the printed pages.
14. Fold the document in the middle where stapled.