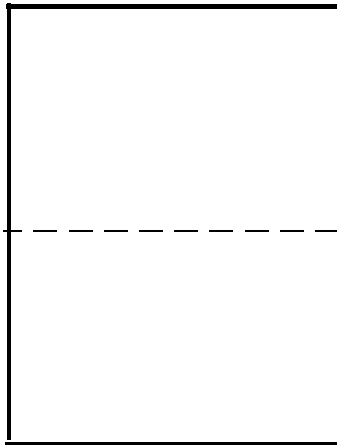


# HOW TO PRINT OUR BOOKLETS WHICH ARE IN THE ADOBE READER (PDF) FORMAT

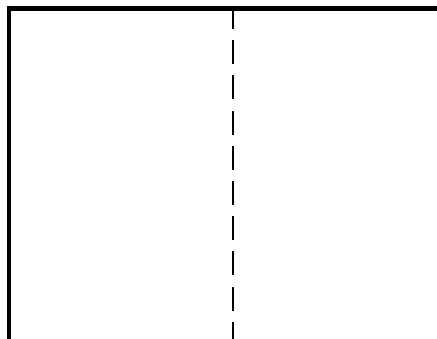
Most of our publications are designed to be printed on the standard papers used in the United States of America, 8 1/2" x 11" (commonly referred to as letter size - comparable to A4), 11" x 17" (sometimes referred to as ledger size - comparable to A3), and 8 1/2" x 14" (commonly referred to as legal size).

Most of our booklets are printed "4 out of 8 1/2 x 11". To visualize what this means, take a standard sheet of paper and fold it across its length. You now have a four page booklet with each page 5 1/2" across the top and bottom and 8 1/2" from top to bottom.

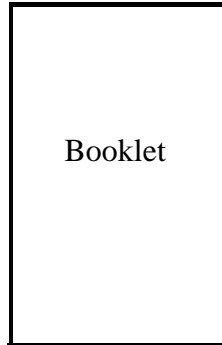
This is where you will fold  
to make four pages >>>>



Rotate the sheet 90 degrees

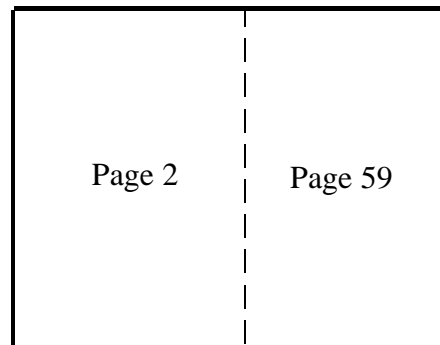
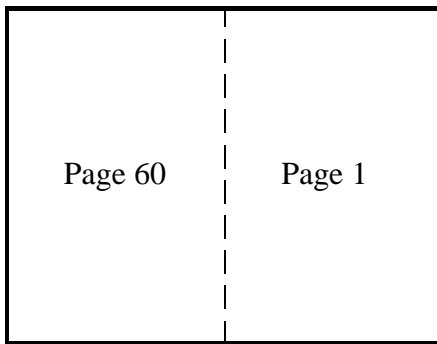


And once folded, a single sheet of paper has four faces for printing.



### PRINTING FOUR OUT OF 8 1/2" X 11" PAPER

When actually printing from the Adobe file it is best to download the file. This will eliminate potential problems caused by interruptions between systems. If you are going to print several copies it may be best to just print the entire book so that only one side of each sheet of paper is used, then make photo copies printing front and back. Most of our "four out of 8 1/2 x 11" publications are printer sequential. This means that the first sheet has two pages on it, and the next sheet has the pages which are on the opposite side of the first sheet. EG:



As shown in the above example of a 60 page book, the first sheet will contain pages 1 and 60. The second sheet will contain pages 2 and 59. The third sheet of paper will contain the next two pages (e.g. : pages 58 and 3), and the fourth sheet of paper will contain the pages which go on the opposite side of the third sheet of paper (e.g. : pages 4 and 57).

If you are making several copies, make as many photo copies as needed of the first sheet, which will contain the first and last pages of the book. Turn the sheet over lengthwise, and photo copy the next sheet onto the back of first sheet. Continue in this manner until completed.

If you are making one copy using just your printer, print the first sheet, turn that sheet over lengthwise, and print the next sheet onto the back of the first sheet. Continue in this manner until completed.

### PRINTING FULL 8 1/2" X 11" MATERIAL

Again, when actually printing from the Adobe file it is best to download the file. This will eliminate potential problems caused by interruptions between systems. If you are going to print several copies it may be best to just print the entire book so that only one side of each sheet of paper is used, then make photo copies printing front and back.

Our "8 1/2 x 11" publications (e.g.: REUNION newsletter, Altar size liturgical material, etc.) in PDF format, are all page sequential for 8 1/2 " x 11" size paper.

Print the first page, flip it over widthwise (the short side), and print the next page on the back of the first page, and continue in this manner until completed.

OR

You may take the first page and the last page, place them side by side (usually with the page number on the outside - not at the fold), and photo copy onto a sheet of 11" x 17" paper. Then flip the 11" x 17" paper lengthwise, and photo copy the second page and the second-to-last page onto the 11" x 17" paper, and continue in this manner until completed.

### CONVERTING SIZES AND CONCLUDING REMARKS

You can easily convert a publication which is on 8 1/2" x 11" paper into a smaller, booklet sized publication, simply by using the reduction function available on most photo copy machines. Thus you can use the Altar size Divine Liturgy booklets to produce pew size booklets for your congregation.

Remember to use common sense, and above all, to think through your project before beginning it. *At present, four out printing is most often done in the Landscape setting rather than in the Portrait setting.* It may be helpful for you to make a blank booklet of folded over pages, and to number each page in this booklet format, so that you can actually see which *pages* will be next to each other on each *sheet*, and which *pages* will be opposite each other on each *sheet*.

God Bless.

