

# How To Print **The Seven Seals** Series Booklets

## Tips & Recommendations:

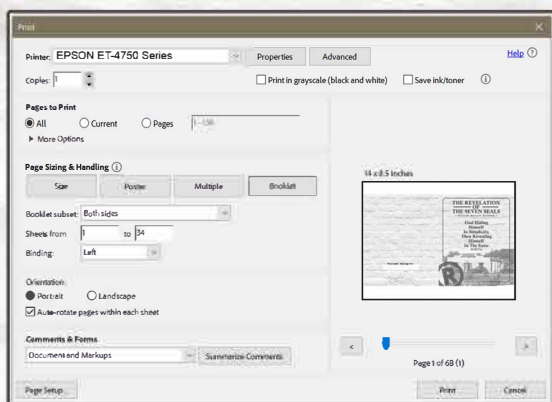
- The instructions below are a generalization of the typical steps you'll need for printing at home, but not all settings will appear the same, as each printer will be different.
- We do not recommend printing the booklet from a mobile phone.
- We recommend downloading the free **Adobe Acrobat Reader DC** app when printing this PDF on a computer.
- Use this test booklet to make sure your settings are correct before printing the entire book.
- Print one complete book at a time.
- Some printers may not be able to print on legal size, 8.5"x14", paper. If your printer does not, you can print the file on letter size, 8.5" x 11", paper.
- If your printer does not have a "double-sided printing" option, we recommend that you have it printed at a local print shop.

## Print from your computer:

### Windows

#### In Adobe Acrobat Reader program

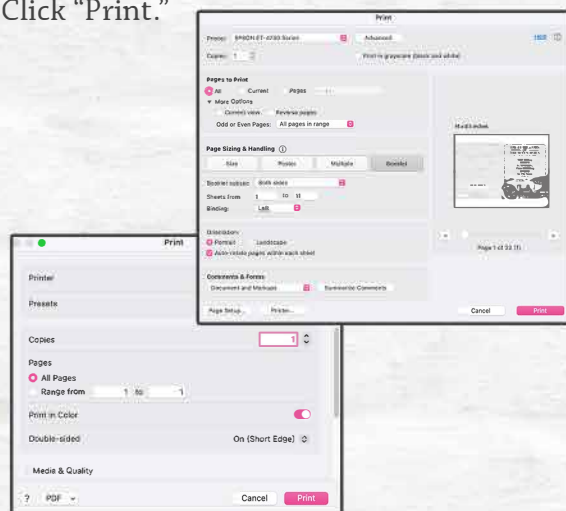
- Click "Print."
- Under "Pages to Print" select "All."
- Under "Page Sizing and Handling" select "Booklet."
- Under "Orientation" select "Portrait" and "Auto-Rotate Pages Within Each Sheet."
- Click on "Properties" at the top middle of the window.
- In the "Basic Properties" area, make sure "Two-sided Printing" is on "Flip On Short Edge." If there is an option for "top" or "bottom", either of these are correct.
- Scroll down to "Document Properties" area, change **"Paper Size" to "Legal" for 8.5x14" paper, or remain on "Letter" for 8.5"x11" paper.**
- Click "OK," then print.



### Mac

#### In Adobe Acrobat Reader program

- Click "Print."
- Under "Pages to Print" select "All."
- Under "Page Sizing and Handling" select "Booklet."
- Under "Orientation" select "Portrait" and "Auto-Rotate Pages Within Each Sheet."
- Click on "Page Setup."
- Change **"Paper Size" to "Legal" for 8.5x14" paper, or remain on "Letter" for 8.5"x11" paper.**
- Back in the main area, click on "Printer" at the bottom of the window.
- Under "Double-sided" select "On (Short Edge)."
- Click "Print."



## Send to a local print shop

You can send this pdf to your local printer, Staples, or Office Depot for it to be printed. Ask for them to print it as a two-sided booklet on legal paper, 8.5"x14", no binding.

## Finishing your book

Staple the pages together down the center of pages. For a crisper fold, fold each page in half before stapling together. The book fold will look rounded when stapled together without folding the pages first.