

HOW TO PRINT AND ASSEMBLE A BOOKLET

Follow your printer manual's instructions. Typically, if you have a printer that can print on both sides of the page, select landscape, select duplex printing, automatic if you have that option, and staple short side left. Otherwise, if you have a single sided printer, select 'Manual Duplex' in the 'Print' dialog box. Word will automatically print the pages on one side of the paper, and prompt you to turn the paper over so you can print on both sides.

Carefully fold the pages in half so that the edges line up nicely. If you do not have a stapler with a long arm, you can staple it by turning it upside down on a piece of foam board and using a standard stapler with the bottom open. Or put two books of the same thickness together so there is a gap of about 1/4" to 1/2" and put the spine of the booklet upside down over the opening to staple. Then turn the book over and bend the staples down with your fingers.