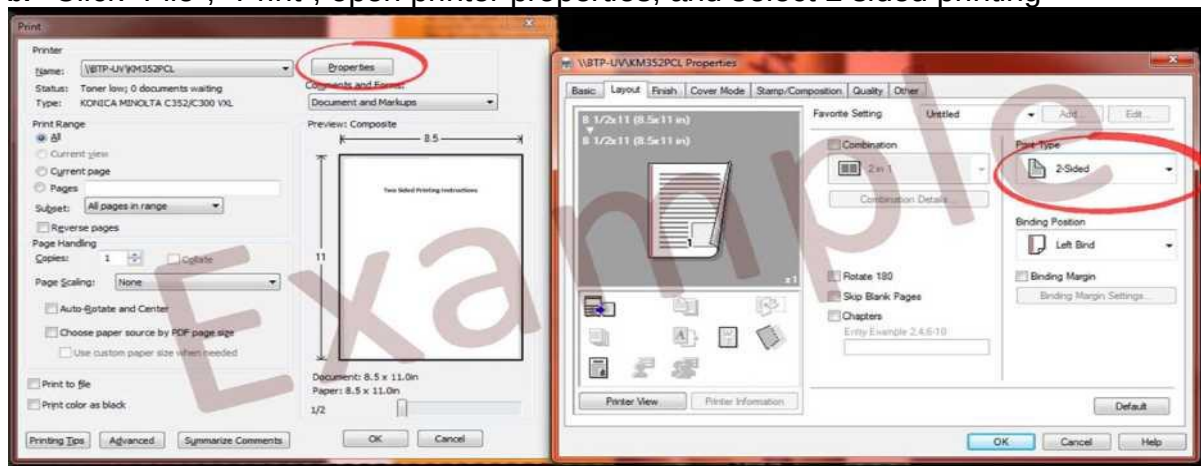


TWO-SIDED PRINTING INSTRUCTIONS FOR PDF's AND PRINTABLE TRACTS

Step 1. Find out if your printer can automatically print double-sided. (It should say in the owner's manual or on the product website) **If the printer cannot print double-sided, skip to "Step 2."**

If it can,

- a. Download and open the pdf tract file that you wish to print
- b. Click "File", "Print", open printer properties, and select 2 sided printing



- c. Click "OK"
- d. Select number of copies you wish to print
- e. Make sure that "Page Scaling" is set to "none."
- f. Make sure that "Auto-Rotate and Center" is deselected
- g. Click "OK" when ready to print
- h. Make sure copies are coming out correctly

Step 2. If you find your printer cannot print double-sided, follow these steps.

Determine if the printer prints from the input tray face up or face down following steps 2a and 2b below.

- a. Holding the paper portrait style, write the word "Up" on the bottom half of a standard piece of printer paper and put it in the printer input tray face up.



- b. Print out the **first** page of this pdf. (refer to step 5 for instructions)

Step 3. If the words "Two-Sided Printing Instructions." shows up on the same side as the handwritten word "Up," then you have a printer that prints with the face-up. If it prints on the opposite side, the "Up," it prints with the face down. (When printing double-sided, you won't have both sides of the page on one side of the paper.)

Step 4. Download and open the pdf tract file that you wish to print.

- Click "File," then "Print."
- Print page 1
- Select number of copies you wish to print
- Make sure that page scaling is set to "none."
- Make sure that "Auto-Rotate and Center" is deselected
- Click "OK" when ready to print.



Step 6.

If the printer prints with the face-up, then place the printed pages in the input tray, with the printed side down.

If the printer prints on the face-down side, place the printed pages into the input tray with the printed side up.

Make sure to flip it from side to side, and not lengthwise. (If the paper is flipped lengthwise, there is a good chance that the inside of the tract will be upside down.)

Step 7. Print one copy of side two as a test (check step 5 for guidelines)

Step 8. If everything looks OK, print out the rest of the copies. (Step 5)

Step 9 . For Tracts: Once you have everything printed out correctly, it is now time to trim the tracts.

- a. We recommend using a paper cutter. (Normal scissors tend to leave jagged edges and not square corners.)
- b. Trim off a little bit of the two tracts (less than 1/8th inches or 3 millimeters) on all four sides.
- c. Find the middle of the two tracts and split them, then trim off the same amount (from step b.) on both.
- d. Now fold the tracts in half so that the front cover in on the front, and the back is on the back. You are all done!

Estimated Cost Of Printing PDF's Or Tracts.

This will vary a lot with your specific printer.

Printing in black and white would likely cut the price in half. Prices vary a lot depending on your printer and the amount of ink on each page. If you plan to do a lot of printing, you could write down the number of prints you get per ink cartridge and then calculate what each PDF or tract costs you. Depending on how much color is on a printed page, using a color printer is more eye-catching.

Laser printers are a lot cheaper to use for printing. Also, print shops like "Staples" are handy and possibly less expensive to use if available in your area. Take a copy of each page to be printed, or for the best results, put the PDFs or Christian tracts on a USB Flash Drive to take to your local print shop.

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