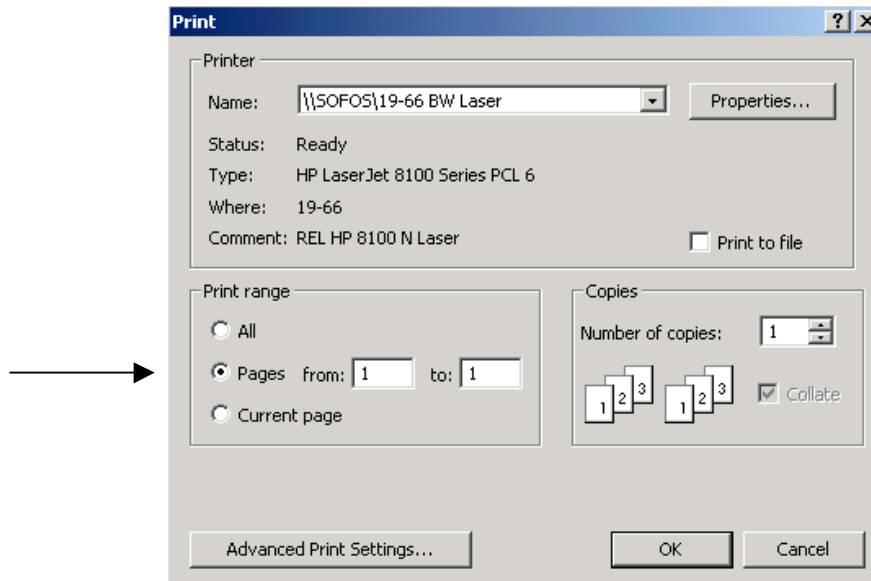


Understanding How to Print Your Book

- Two pages will be printed on one sheet of paper. In an eight-page book, the pages printed together are:
 - Pages 1 & 8
 - Pages 2 & 7
 - Pages 3 & 6
 - Pages 4 & 5
- Except for page 1, you'll have to manually feed your paper to print on both sides. Each printer is different, so you need to remember how to rotate and flip your paper (e.g., does the print face up, down, left, right). Practice on scrap paper before printing the book on cardstock.

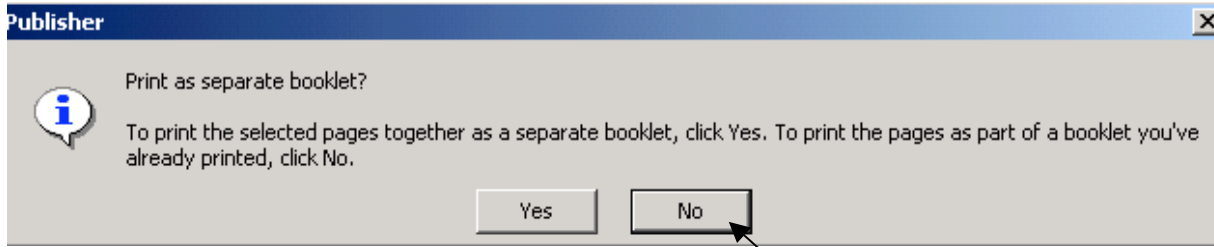
Printing Pages 1 & 8

- Insert one sheet of card stock into your paper tray. At the top, click FILE, scroll to **PRINT**.
- In the **PRINT RANGE** box, click on the circle next to **PAGES FROM**, then type 1 in each of the boxes. Click OK.



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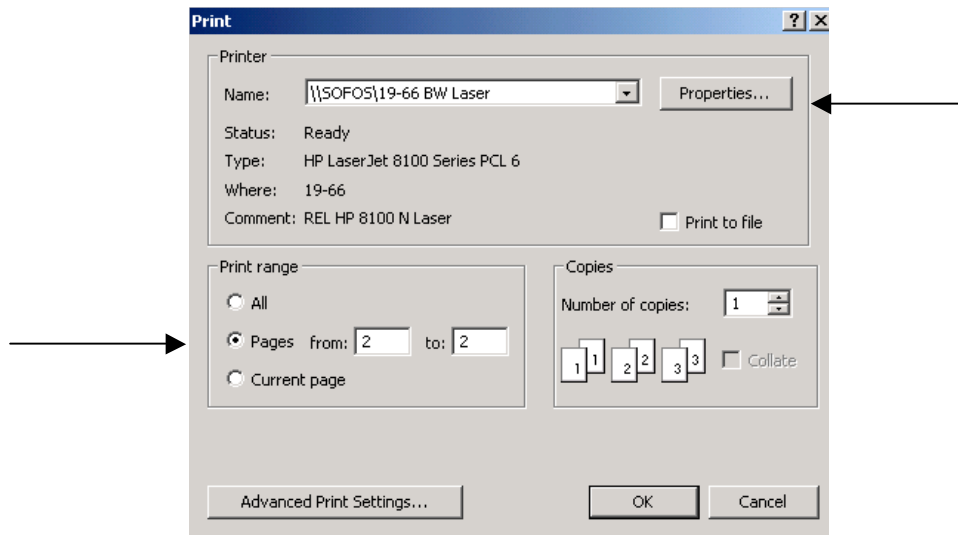
- After clicking on OK, a **PUBLISHER** window will appear asking if you want to print as a separate booklet. Click **NO**.



- Pages 1 & 8 will now print.

Printing Pages 2 & 7

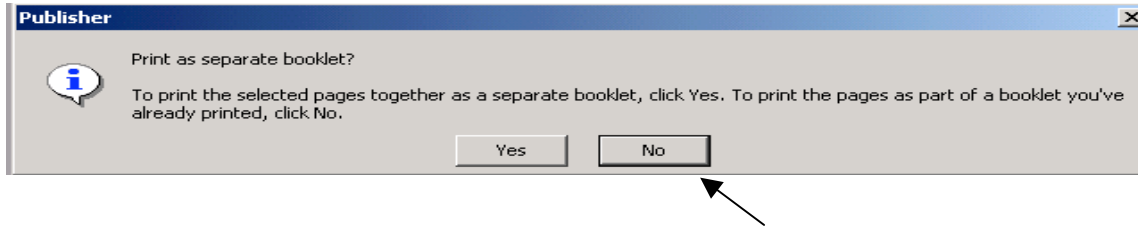
- Insert page 1 into your manual feed paper tray. Place it so page 2 & 7 will print on the blank side. At the top, click **FILE**, scroll down to **PRINT**. A **PRINT** window should appear.
- In the **PRINT RANGE** box, click on the circle next to **PAGES** from then type 2 in each of the boxes. Click on the **PROPERTIES BOX** near the top.



- A **PRINTER** window will appear. Click on the **PAPER** tab. A picture of your printer will appear.
- In the **PAPER SOURCE** box, scroll to **MANUAL FEED**.
- Click **OK**. Then click **OK** on the **PRINT** window.

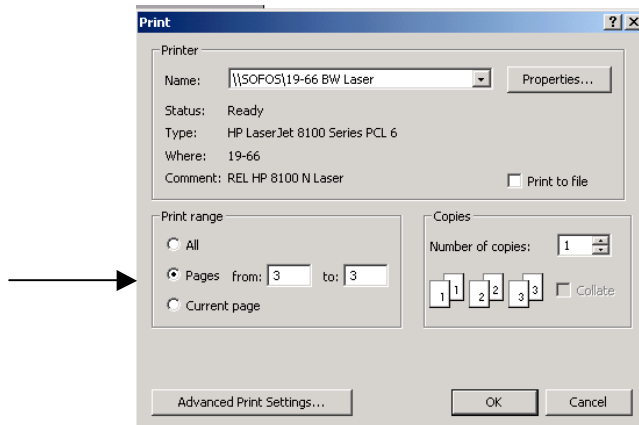
P-CHILD

- A **PUBLISHER** window will appear, asking if you want to print books separately. Click **NO**.
- Pages 2 & 7 will now print.



Printing Pages 3 & 6

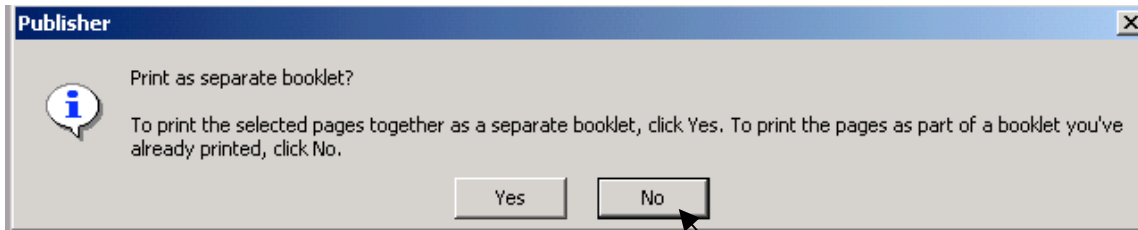
- At the top, click **FILE**, scroll to **PRINT**. A PRINT window should appear.
- In the **PRINT RANGE** box, click on the circle next to **PAGES** from then type in 3 in each of the boxes.



- Click on the **PROPERTIES BOX** near the top.
- A **PRINTER** window will appear. Click on the **PAPER** tab. A picture of your printer will appear. In the **PAPER SOURCE** box, scroll to **MANUAL FEED**.
- Insert a blank sheet into your manual feed paper tray.
- Click **OK**. Then click **OK** on the **PRINT** window.

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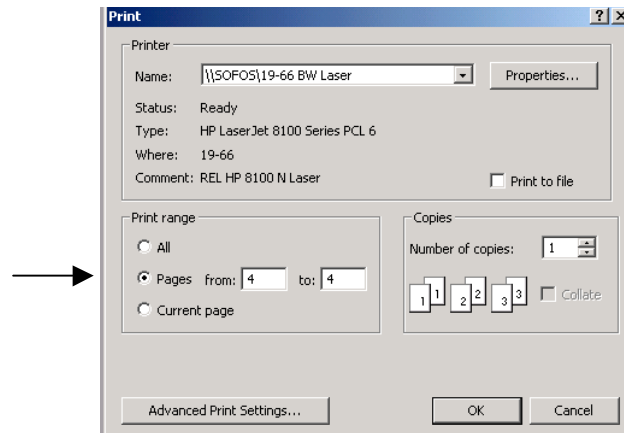
- A **PUBLISHER** window will appear, asking if you want to print books separately. Click **NO**.



- Pages 3 & 6 will now print.

Printing Pages 4 & 5

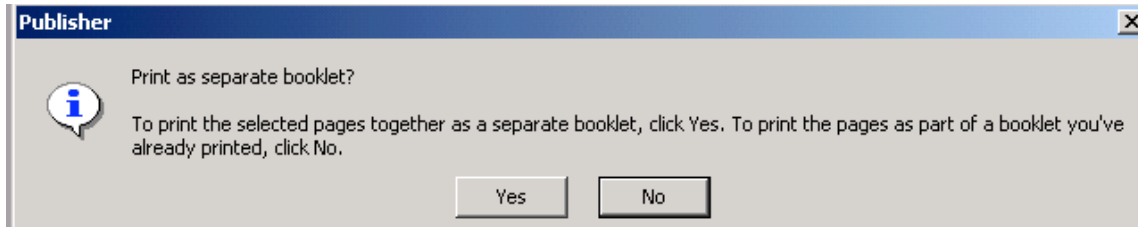
- Insert page 3 & 6 into your manual feed paper tray. Place it so pages 4 & 5 will print on the blank side. At the top, click **FILE**, scroll to **PRINT**. A **PRINT** window should appear.
- In the **PRINT RANGE** box, click on the circle next to **PAGES** from, then type 4 in each of the boxes. Click on the **PROPERTIES BOX** near the top.



- A **PRINTER** window will appear. Click on the tab **PAPER**. A picture of your printer will appear.
- In the **PAPER SOURCE** box, scroll to **MANUAL FEED**.
- Click **OK**. Then click **OK** on the **PRINT** window.

P-CHILD

- A **PUBLISHER** window will appear, asking if you want to print books separately. Click **NO**.



- Pages 4 & 5 will now print.
- Printing books can result in depleting your paper and ink quickly. Use scrap paper and practice figuring out how to insert your paper in the correct direction so you can print on both sides.
- Laminate only the first page of your book to increase longevity. Use cardstock on the remaining pages, which reduces the need to laminate.

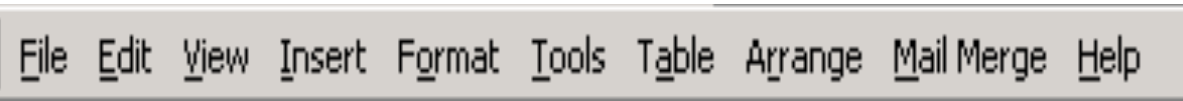
Helpful Hints

Toolbars

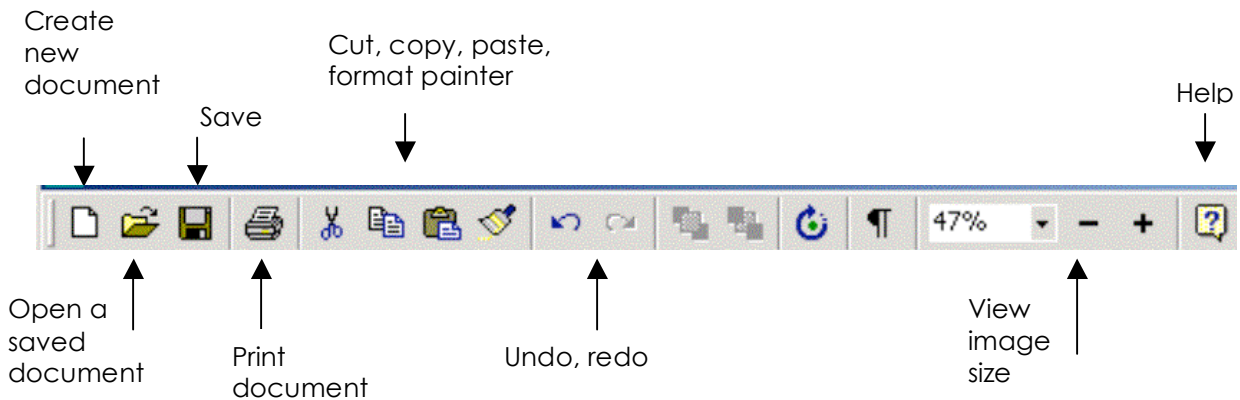
Toolbars allow the user to perform different tasks by simply clicking on an icon (picture). A sign will identify each tool by simply rolling over each icon. Below are the identified icons that you may routinely use while creating books.

The Menu Toolbar

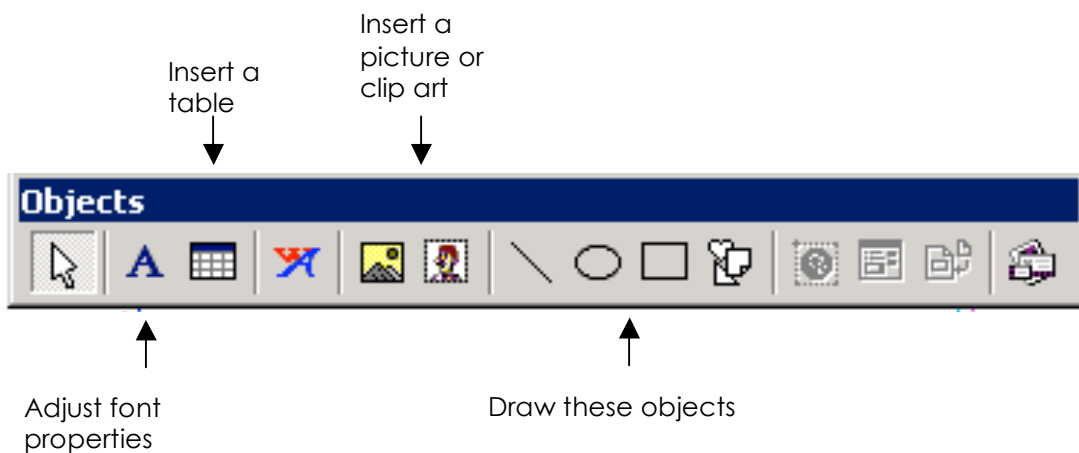
The menu toolbar allows you to perform different functions. Clicking on each will show a menu of commands.



The Standard Toolbar



The Object Toolbar

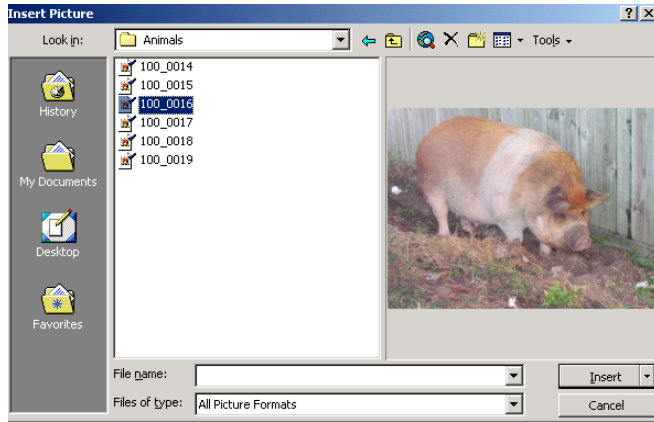
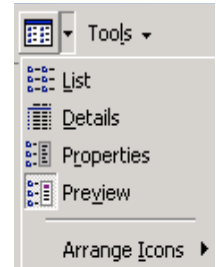



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Viewing Pictures While Searching



At the top toolbar, click on the  icon, and scroll to **PREVIEW**. This will allow you to preview the picture while searching.



Clicking on this icon  will take you directly to the clip art gallery. After locating the image you'll want to use, click on it once and this toolbar will appear.

Click on this icon and your image will insert into the document automatically.

