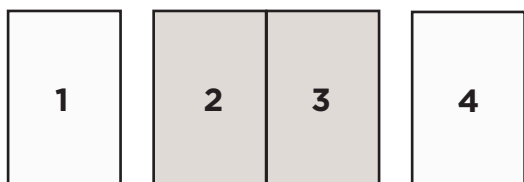
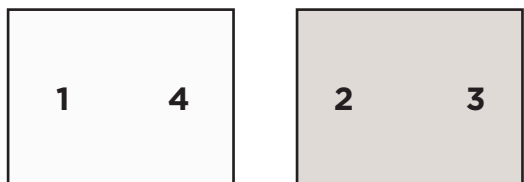


GUIDE TO PRINTING YOUR TOOLKIT

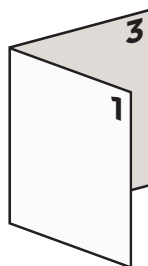
Booklets are documents with multiple pages arranged on sheets of paper that, when folded, present the correct page order. You can create 2-up saddle-stitched booklets, where two side-by-side-pages, printed on both sides, are folded once and fastened along the fold.



Pages arranged in PDF



Pages arranged in booklet layout



Pages printed and folded into new booklet

ON YOUR OWN PRINTER

1. Choose File > Print and select the printer.
2. Under Page Handling, choose Booklet Printing from the Page Scaling menu.
3. Choose additional page handling options. The Preview image changes as you specify options.
4. Print!
5. Make sure all the pages are in order, then use an extra long stapler to staple the middle. Voila!

AT THE LOCAL PRINT SHOP

Bring in the pdf of this document and tell them you need a booklet printed and bound. They should be able to take it from there!

KEEP IN MIND

Be conscious of what you're printing — do you really need that many copies? Do you really need to print at all?

If you do decide to print, try to print on the most environmentally friendly paper you can afford. Look for 100% pcw (post-consumer waste) and the Forest Stewardship Council logo.