

Printing in Booklet Format

This document will provide a step by step guide to booklet printing. Please take this with you to your print shop so that they will fully understand how to use MyDirectoryMaker documents and print in a booklet format.

Booklet Size

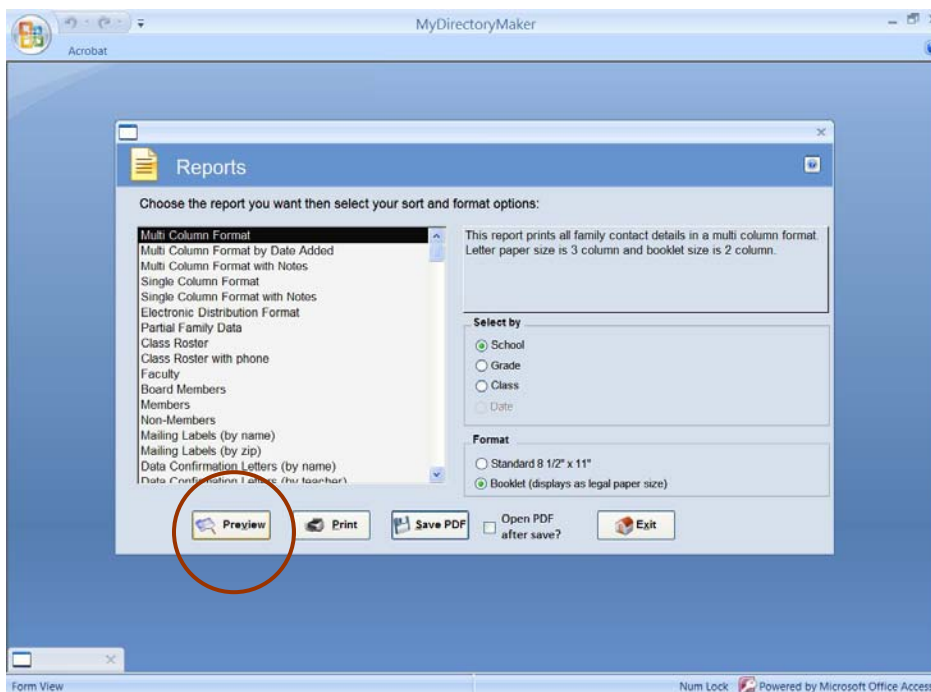
Our booklet formatting is for a booklet that is 5 ½ X 8 ½ . This is a standard paper size laid out horizontally.

Viewing and Saving the reports

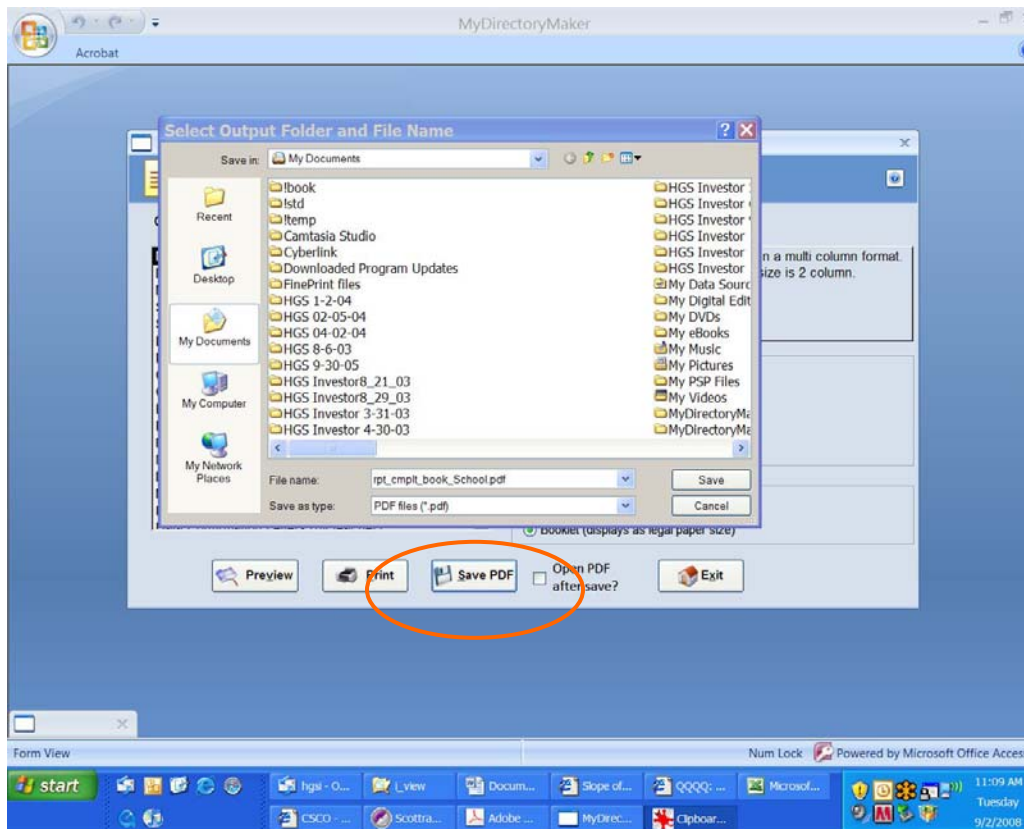
The formatting of reports for booklet printing is significantly different than for the standard 8 ½ X 11 printing. This is because the process to print in a booklet format requires the printing program to shrink and reorient the page. The default page size for booklet reports is legal (8 ½ X 14).

- To view the reports in MyDirectoryMaker, simply select the report you wish to view and click on the preview button. A new window will open up and you can scroll through the entire report.

This is a very handy feature when you want to determine which format to use for your directory. For example, you can quickly see how many pages a multi column report would be versus a single column: an important determination when figuring out printing costs.

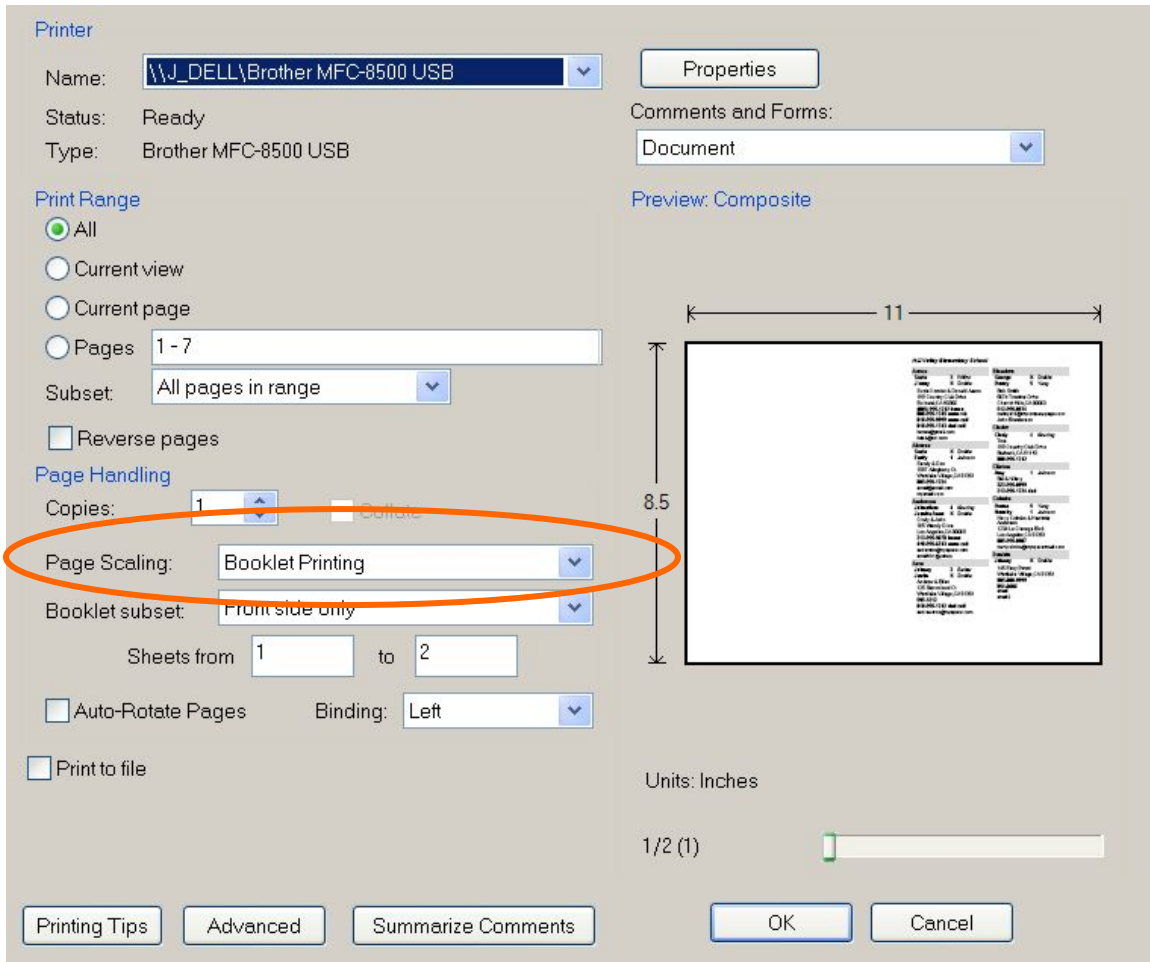


- To save the report, you select the report you wish to save and click on the save button. A new dialog box will open asking you where you wish to save the file. The default folder is MyDocuments\MyDirectoryMaker V2. You can save it in any folder on your computer you wish.



Viewing the reports as a booklet

The simplest and easiest way to view and print a sample of your booklet is to download Adobe Acrobat Reader (8.0 or above). When you view the report, it will again look large and default to legal size paper. To print the booklet you need to select booklet printing as your page scaling. This will automatically reorient the document as a booklet.



Printer

Name:

Status: Ready

Type: Brother MFC-8500 USB

Comments and Forms:

Preview: Composite

Print Range

All

Current view

Current page

Pages

Subset:

Reverse pages

Page Handling

Copies: Collate

Page Scaling:

Booklet subset:

Sheets from to

Auto-Rotate Pages Binding:

Print to file

Units: Inches

1/2 (1)

Now you can print to your local home printer. Note that you will have to print one side, flip the paper, then print the other side. (Unless you have a fancy home printer!).



Other Sections in your directory

You will have other files in your directory besides the PDFs created in MyDirectoryMaker. These will typically be your front and back covers, with school specific data. We have provided Word templates for you to use as a guide, however, you can use whatever type of word processing / publishing software you wish.

A special note on Publisher. DO NOT select booklet layout. Please follow our template guides: legal paper and large font. We believe that Publishers booklet format will make it more difficult for your print shop to merge the documents and it's not necessary since Acrobat will do all the work for you.

Printing instructions for your Print Shop

Printing is really simple. Instruct the print shop to use Acrobat, booklet page scaling. Printing these days can be pretty fancy and we have found that the print shop will try to make it more complicated than it needs to be.

Your print shop will also combine all of your files created for the directory. Make sure you save the files with a sequence that makes it easy for the printer to know what comes first, second, etc.

If you are printing at Kinkos, they have their own proprietary print drivers. Our files will work, just make sure to tell them that you are printing a booklet. You can also instruct them to use Acrobat, as they also have that software as well.

ALL print shops should provide you with a proof before proceeding. Make sure you get this and review before you have them print 500!