

Printing the lyric book as a booklet

There are two versions of the lyric book available: One is formatted for printing as a booklet that gets folded in the middle, the other for printing as full pages. If you want to print a folded *booklet*, make sure you start with the PDF file that is *not* the “full page” version.

The *booklet* format is formatted to be printed double-sided, two pages per side of 8-1/2 x 11 paper – in other words, four document pages per sheet of paper.

The order of pages looks funny: Page one is on the *right* side of the first page you see, the last (which may be a blank page) is on the left. When these are printed in sequence and folded into a booklet, the lyrics will all flow page to page in the correct order. Here are the print settings I use to print in Acrobat Reader.

If your printer does double-sided, you should be able to just print the PDF like a normal document, set for two-sided printing. **If it does *not* print double-sided**, you'll need to un-check the 'print on both sides' box. Print the odd-numbered pages first, then feed them back through the printer to print the even-numbered pages on the backs of those.

IMPORTANT: Depending on how your printer feeds, you may need to reverse the order of the odd-numbered pages before feeding them back through, to get the even-numbered pages on the correct back-sides. Hope that makes sense.

