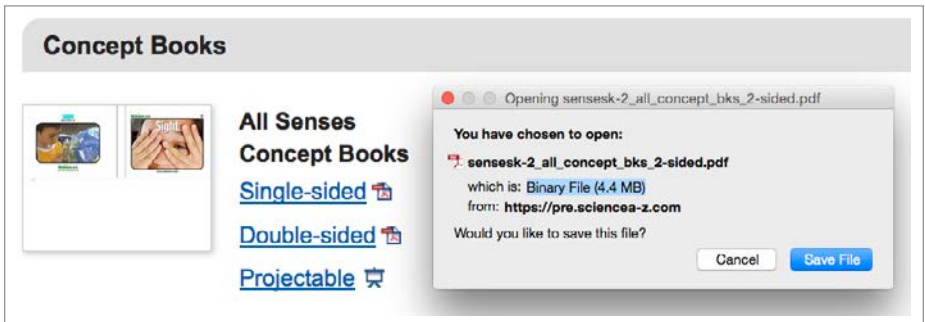# Printing a Double-Sided Science A–Z Concept Book

Step 1

Download the double-sided concept book PDF that you wish to use from Science A–Z. Each PDF contains several concept book titles, each of which will print on two double-sided pages.

Step 2

Open the book with a PDF reader (Adobe Acrobat Reader™ is available free at https://get.adobe.com/reader/).

Step 3

Choose File > Print (NOTE: Printer settings will vary). From the printer dialog box, choose *horizontal/landscape* orientation and 8½ x 11 (US Letter) paper size. Make sure the scale is set at 100%. Also select the *Print on both sides of paper* option or *2-sided printing* option.

Step 4

Before making multiple copies, print one copy of the double-sided book and assemble it to ensure that all books will print as intended.

SINGLE-SIDED PRINTER TIPS

Producing double-sided books on a single-sided printer involves different procedures, and they may vary from printer to printer. First, print the odd-numbered pages. Next, place those printouts back in the printer's paper tray in the position and sequence that will allow back-to-back printing. Then, print the even-numbered pages. Test the process with a few pages before producing a full book or multiple copies of the book.
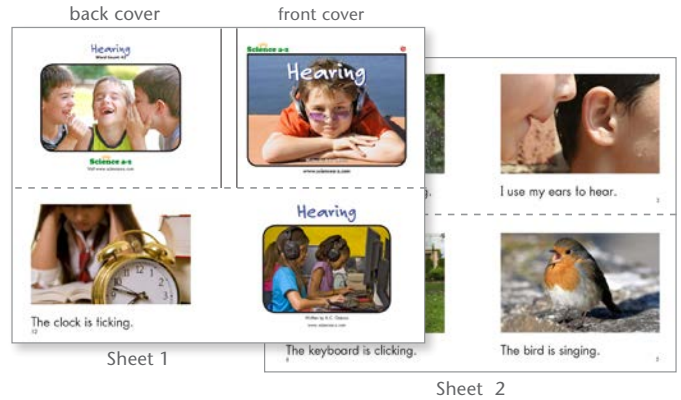

Science A-Z

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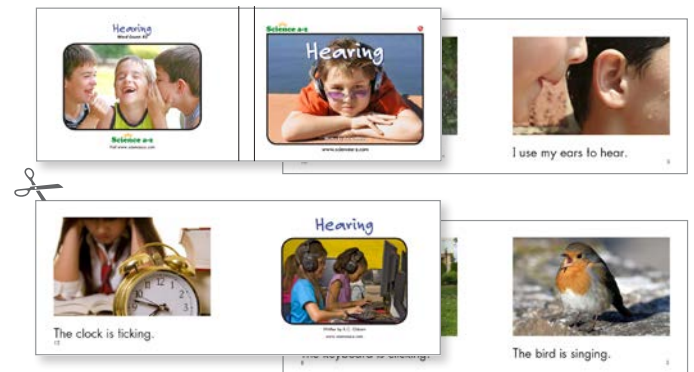# Assembling a Double-Sided Science A–Z Concept Book

continued

Step 1

After you have printed a double-sided concept book, stack the pages neatly in the order in which they were printed. A complete book will include two double-sided sheets. The front and back covers should appear on the first sheet, facing you, with page 12 and the title page below them. The back of the cover pages will be blank.

back cover   front cover

Sheet 1

Sheet 2

Step 2

Carefully cut the two double-sided sheets from a single book along the dotted line. Then carefully fold the strips in half.

Step 3

Separate the strips and stack them inside each other as shown. Leaf through the pages to ensure that they fall in the proper order. When folded and assembled, the pages should be in the following order: front cover, blank, title page, copyright page, pages 3–12, blank, back cover. Close the book and crease the folded edge.

Step 4

Staple through the book two times along the fold. Using the thin, black vertical line on the front cover as your guide, position a 1-inch wide strip of tape along the left side of the cover. Then fold the tape around the spine of the book, covering the staples on the front and back of the book. Trim away any excess tape.

For technical support, visit http://help.learninga-z.com or contact Learning A–Z's Customer Service department: https://www.learninga-z.com/contact-support.html

Science A-Z