

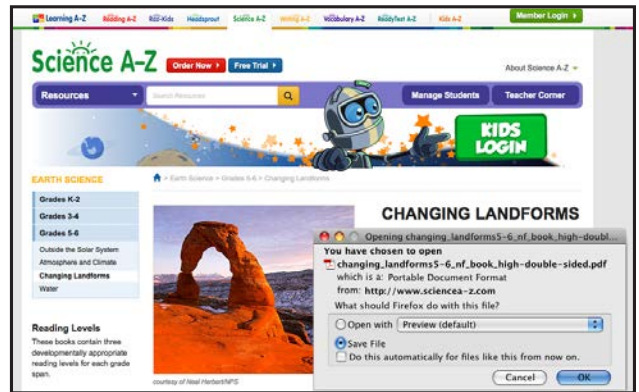
Printing a Double-Sided Full-Size Science A–Z Book

Step 1

Download a double-sided book PDF from Science A–Z.

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.

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Assembling a Double-Sided Full-Size Science A-Z Book

continued

Step 1

After you have printed a double-sided book, stack the pages neatly in the order in which they were printed. The front and back covers should appear on one sheet, facing you. The back of the sheet with the covers should be blank.



Step 2

Carefully fold the entire stack of papers together so that the covers remain on the outside. Leaf through the pages to ensure that they fall in the proper order. Close the book and crease the folded edge. Then staple through the book three times along the fold.



Step 3

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>