

## How to Make a Booklet out of the Psalm Booklet PDF

The booklet should be:

- 1) Spiral-bound
- 2) 8.5 x 11"
- 3) With a black back

Please note the following:

- 4) Odd-numbered pages (including the cover page) should always be on the right side of the spiral.
- 5) Even-numbered pages (including the table of contents) should always be on the left side of the spiral.
- 6) Therefore, the cover page and the table of contents will be on the same sheet of paper, printed on opposite sides.
- 7) I have provided page numbers starting on page 6.
- 8) **Pages 1-5 (including the cover) have a colored border on the top and bottom. Normally, printers do not print all the way to the edge of a sheet (print to bleed). Therefore, pages 1-5 might have to be expanded beyond the normal 8.5 x 11" dimensions, and then trimmed to fit the 8.5 x 11" booklet.**
- 9) The rest of the pages of the booklet (after page 5) do not need to be expanded. They do not have borders.
- 10) Page 6 will be on the same sheet as page 5. Therefore, I will forewarn you to make sure that page 6 should not be expanded like the previous pages.
- 11) Before finishing, please flip through the booklet, making sure the pages are in order and that the music or titles are not cut off.
- 12) Thank you.