

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

The booklet should be:

- 1) Spiral-bound
- 2) 5.5" by 9"
- 3) With a black back
- 4) On 24 lb paper

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 printed on opposite sides.
- 7) Page numbers start on page 2.
- 8) **Pages 1-7 (including the cover) have a colored border on the top and bottom. Please make sure that the colored border extends to the very end of the page. If you have to expand the page size for pages 1-7 to achieve print to bleed, please do not also expand the other pages (8 and after), even though page 8 would be on the reverse side of page 7.**
- 9) Before finishing, please flip through the booklet, making sure the pages are in order and that the music or titles are not cut off.
- 10) Please call me with any questions.
- 11) Thank you.