Instruction Sheet:
Printing out *Steps Toward Inner Peace* from the 4-up PDF

You can print Peace Pilgrim's booklet, *Steps Toward Inner Peace,* either on US letter size paper (8.5" x 11") or on A4 paper (21.0cm x 29.7cm). You can print from any kind of computer-connected printer–laser, inkjet, dot matrix, or whatever. After printing both sides of six sheets of paper, you cut the stack in two, fold it, lay one half on the other, stitch it together (either staple or sew), and finally, trim the edges. Details are explained below.
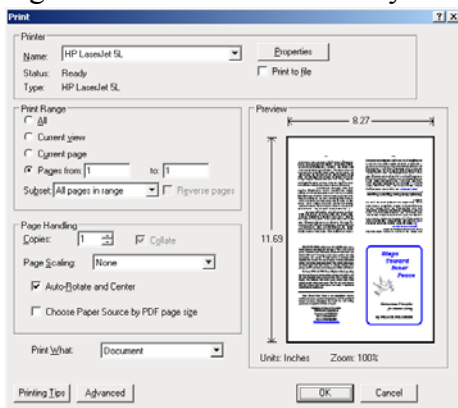
You can print the whole booklet, including covers, from the Steps4up.pdf. For those who want to print the cover on different (perhaps thicker) paper stock, you can print covers separately using the StepsCOV.pdf.

➤ Print

It is usually best to do a test sheet or two first to make sure that a) the printer is working okay, and b) you print the correct pages in the correct places. One thing to watch out for is the leading edge. The 4-up booklet files are set up so that the edge that comes out of the printer first on the first pass should go into the printer first for the second pass. (Think: Consistent Leading Edge.)
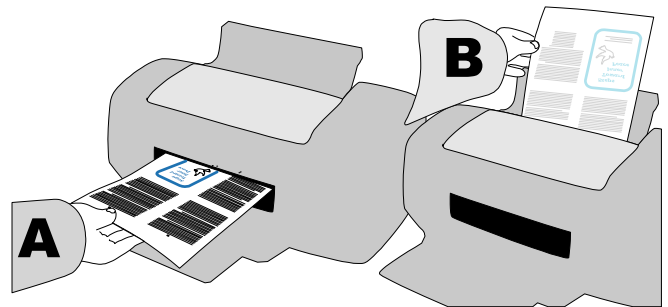
Test and Set-up

1. Open Steps4up.
2. Prepare to print. [File > Print]
3. In the Acrobat Print dialog, under Print Range, click on "Pages from: ___ to: ___", and put 1 to 1 in the blanks.
4. Leave "Copies" at "1", and click "Auto-Rotate and Center" or some variation thereof, depending on the version of Acrobat you have.

5. Click "OK," to print out the first page.
6. Note the leading edge (top edge) on the sheet when it comes out of the printer.
7. Return the printed sheet to the printer feed tray with the same leading edge ready to go in first, and the blank side ready to be printed.
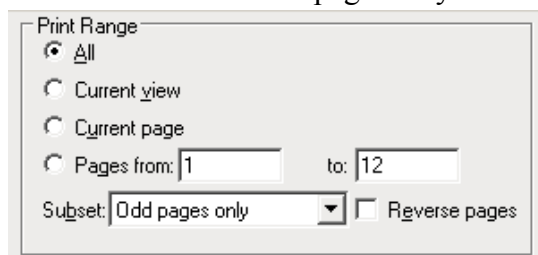

8. This time in the Print dialog set the Print Range "from: _2_ to: _2_ "
9. Print and check. The front cover should be backed by the frontispiece (picture of Peace Pilgrim), page 11 should be backed by 12, etc. When all is well, proceed to the next section.
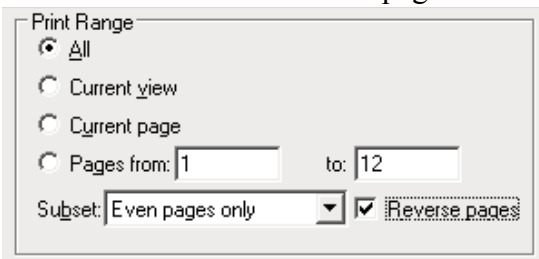
Print the Body

At the time of this writing, not all printers print reliably, especially on a second pass. But if your printer is feeding well and printing well, you can print out all the odd pages,* then all the even pages* on the backs. Here's how:

1. Make sure the printer has enough blank paper, at least 6 sheets.
2. In the Acrobat Print dialog choose Print Range: "All" and Subset: "Odd pages only".

3. Click "OK" and print out the 6 fronts.
4. Take the printed stack and reinsert it in the printer, being careful to maintain the Consistent Leading Edge.

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*Not to be confused with the *booklet* page numbers, "odd" and "even" here refer to the six odd and six even pages in the Steps4up.pdf document.

5. This time in the Print dialog, choose Print Range: "All" with Subset: "*Even* pages only" **and** find and select "Reverse pages."
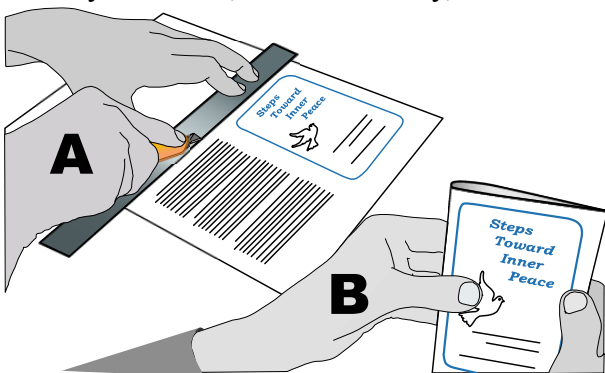

6. Click "OK" to print the backs. You should get 6 double-sided sheets, with both sides printed correctly.

Print Special Cover Stock (optional)

You may want to print covers on different paper, or maybe you want to print the body in black and white on a laserjet and the covers in color on an inkjet. In any case, if desired, you can use the StepsCOV.pdf to print covers separately. Here's how:

1. Place the desired blank paper stock in the printer.
2. Open StepsCOV.pdf in Acrobat and with Print Range "from: 1 to: 1", print page 1 on the front. (We suggest you print two sides of one sheet as a test before printing a whole stack!)
3. Maintaining the Consistent Leading Edge, place the printed sheet (or stack) back in the printer, ready to print the blank side(s).
4. Now with Print Range "from: 2 to: 2", print page 2 on the back(s).
5. Let dry if needed, cut horizontally, and fold.

Collate and Fold

1. Take a correctly printed booklet set of 6 sheets and cut it in two horizontally.
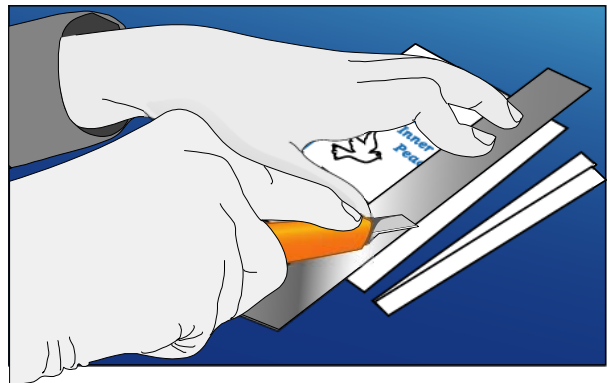
2. Fold each group in the center; page 10 should be smack against page 35, and page 22 against page 23.
3. Then insert the group of middle pages so that page 10 is against page 11.
4. If you printed covers separately, replace the cover, if not, proceed directly to Stitch.

Stitch

Fasten the pages together either with strong staples or by sewing. If you sew, an awl makes it easier to put holes through all the pages before using needle and thread.

Trim

Cut the extra margins from the top, bottom, and edge. This makes for a tidy booklet with easily turned pages.

Congratulations! You have just printed and bound one of the world's better books.