

## Printing and Folding Instructions for *A Passage to Light*

### 1. Prepare the File

- Open *A Passage to Light.pdf* on your computer.
- Check that your printer has enough paper and ink.

### 2. Page Size

- The file is formatted for US Letter (8.5 x 11 in).
- If you are printing on A4 paper (common outside North America), it will still print correctly — the text will be slightly shifted and the front cover image won't be perfectly centered, but it will still fold into a usable booklet.

### 3. If Your Printer Has Automatic Double-Sided Printing

- Orientation: *Landscape*
- Print on Both Sides: Select *Flip on Short Edge*
- Scaling: Choose *Actual Size* or *100%* (avoid “Fit to Page” to keep the layout intact)
- Print all pages, then proceed to folding (step 5).

### 4. If Your Printer Does NOT Have Automatic Double-Sided Printing

You can still make a booklet by printing one side at a time:

1. In your print settings, choose to print Only Odd Pages.
2. Take the printed pages, flip and/or rotate them as needed (do a 2-page test first).
3. Place them back into the paper tray and print Only Even Pages.
  - If your printer offers a “reverse page order” option, select it to keep the pages in the right sequence.
4. Check that both sides are right-side up before printing the full set.

### 5. Fold and Finish

- Align the pages, then fold the stack along the center line to create a booklet.
- Press along the fold (use a ruler to make a nice crease).
- Optionally staple along the fold.