

Scrapcraftastic

HOW TO PRINT

MULTI-PAGE INSERTS

TRAVELER'S NOTEBOOK INSERTS AND RING OR DISC INSERTS

Video Tutorials also available at scrapcraftastic.com/print

LEARN HOW TO PRINT a multi-page **notebook** or **booklet and ring or disc inserts** and **TEST** your printer and printing setup.

It is important to understand that printing functions vary depending on the *Brand* and *Make* of your printer. Please use this document to test your printer and to understand how it works.

ADOBE READER is recommended for printing **Scrapcraftastic PDF** files and is available online **FREE** at

<https://get.adobe.com/reader/>

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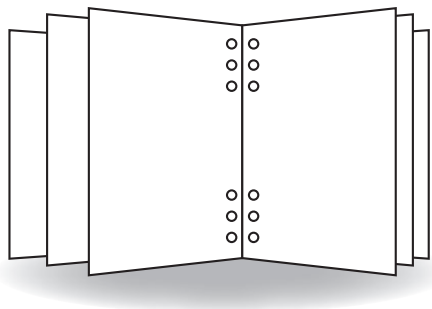
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THANK YOU!
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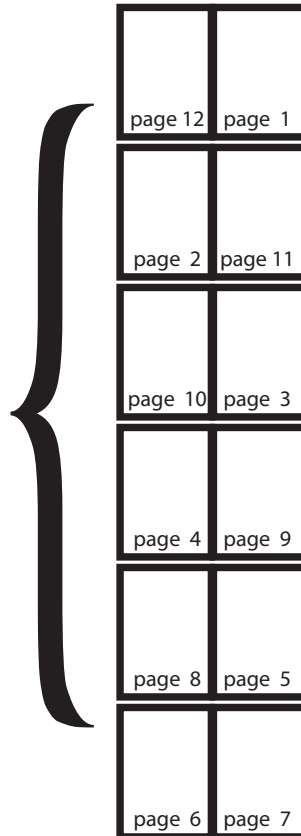
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PRINTER SPREADS

This document contains **12 Readers Spreads or 12 pages (ebrochure version)** that have been converted to **Printer Spreads (insert version)** in order to simplify the printing process. Use it to test your printer and to understand how to place paper in trays in the proper orientation for simplex and manual duplex printers.

Printer Spreads show the booklet's pages as they will actually print which is side-by-side on a sheet.



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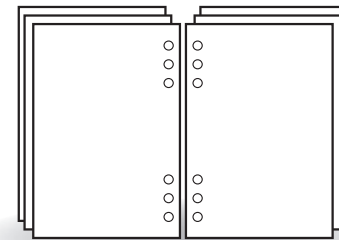
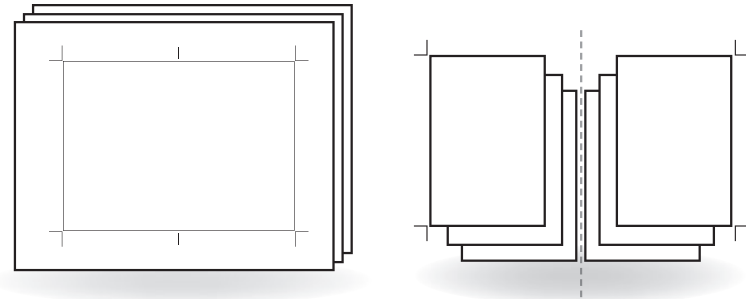
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FOR RINGS OR DISCS

Trim pages using cut lines/marks provided including the center mark. As with the notebook instructions, fold-over the left stack on to the right stack so that odd pages are on the outside and even pages are on the inside.

Your inserts are ready to be punched and placed in your ring binder or on your discs.



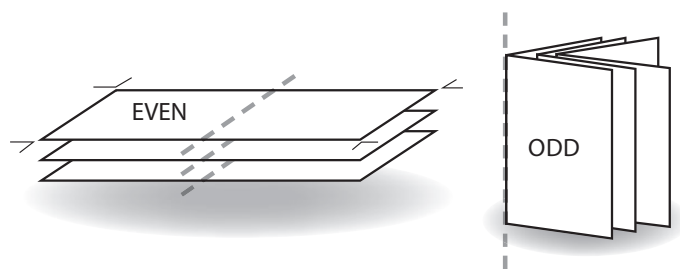
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COLLATE & FOLD

After printing, check the order of your printers spreads against the order shown in the file on your computer. *For example if all odd printers spreads are facing the same direction, all even should be facing the opposite direction.*



FOR NOTEBOOKS

Trim pages using cut lines/marks provided and fold the spreads in half to create a booklet with odd pages on outside of the fold and even pages on the inside.

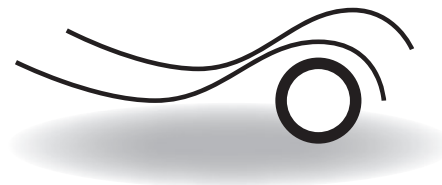
Your insert is ready to be bound or inserted directly in the bands of your Traveler's Notebook.

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DUPLEX PRINTING DOUBLE-SIDED PRINTING



AUTO DUPLEX PRINTERS

If you are using a duplex printer, your printer and the software do all the work for you. If the correct print settings are in place, all you need to do is click 'print' and your documents will automatically print double-sided.

(NOTE: Because the printer is pulling the paper in and out automatically, printed image may print slightly off-center)

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HOW TO PRINT DOUBLE-SIDED ON A SINGLE-SIDED PRINTER

LASER PRINTER

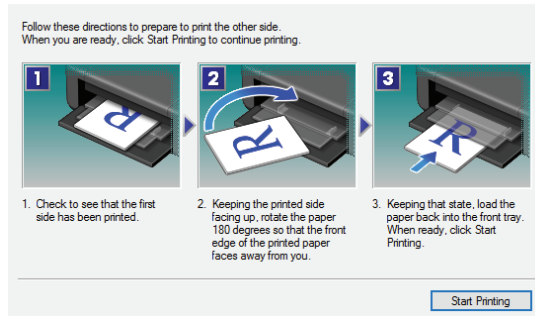
¹If the printer outputs pages in the correct order (*common for laser printers which give out sheets in a face-down pile*).

1. Print only the even numbered pages, *printing in reverse order*.
2. Put the stack of printed paper back in the fresh paper tray.
3. Print only the odd numbered pages, *printing in normal order*.

INK JET PRINTER

If the printer outputs pages in reverse order (*common for ink jet printers which give out sheets in a face-up pile*).

1. Print only the even numbered pages, *printing in normal order*.
2. Put the stack of printed paper back in the fresh paper tray.
3. Print only the odd numbered pages, *printing in reverse order*.



Example of Manual Duplex Printing Print Dialog Box

MANUAL DUPLEX PRINTERS

Some **single-sided** printers are advertised as double-sided or 'manual duplex' printers. It is essentially the same as the method described on page 5, but separating out of the odd and even pages is built into the printer or printer driver for convenience.

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¹By Andrew Hardwick.
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Written 2001/5/16. Updated 2002/4/20 & 2008/10/19.
Available on-line at <http://duramecho.com>.