

Behold, the Bridegroom

Cometh

..... go ye out to meet Him!

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Sermons

By

REV. WILLIAM. M. BRANHAM

"... in the days of the voice..." Rev. 10:7

Instructions for Printing

General Booklet Printing Instructions

In order to successfully print the Message sermons in Booklet format, we are going to take advantage of the Booklet Printing functionality that free, modern PDF viewing software such as [Adobe Acrobat Reader](#) and [PDF-XChange Viewer](#) can provide straight out of the box.

1. First, open the sermon you want to print in your preferred PDF viewing software.
2. Then, access the “Page Set Up” functions of your PDF viewing software and set your printer to print in Portrait mode using Letter or A4 sized paper. The settings will probably be found by clicking the “File” button in the main menu and then selecting sub menu items such as “Print” or “Page Set Up” etc.
3. Now it’s time to set up your PDF viewing software’s Booklet printing functions. These will mostly likely be found by clicking the “File” button in the main menu and then selecting the sub menu item entitled “Print”. In any event, the settings you are looking for will be on the “Print Set Up” window. Beneath are the key settings you need to select:
 - a. Select “All” to print all of the pages of the sermon.
 - b. Select “Booklet” to print in booklet mode.
 - c. Select the “Binding” option that places the spine of the booklet where you wish it to be. In most cases, the required choice will be “Left” and you may in fact find that this has been pre-selected by default.
 - d. If your printer is able to print both sides of each page automatically, (i.e., it can print in full “duplex” mode), then choose the setting that allows it to print on “Both Sides” of each page.
 - e. If your printer can only print one side of a page at a time, then select the setting that instructs it to print “Front side” only.

When your printer has finished printing all of the “Front sides”, take the pages from the output tray and keeping them together just as they are, place them back into the paper feed tray to have the printer print the reverse sides of all the pages.

Note that when returning the partly printed pages to the paper feed tray, you must make sure that you place the paper upside down in relation to the way it was orientated before the printer printed the “Front side” of all the pages.

Having set up the printer as above, you should now be ready to print your first sermon booklet. To get familiar with booklet printing procedures, we suggest you print out the test booklet a couple of times first.

When printing is finished, then:

1. Without changing the order of the pages as received from the printer, place them on a flat surface in landscape orientation with the cover uppermost. Then remove the cover page and fold it carefully in half to establish the center crease line (or spine) of the booklet.
2. Place the cover page back on top of the other pages, making sure that the edges of the pages are all vertically flush with each other. While keeping the edges of the pages perfectly aligned, staple the pages along the crease line at two points that are 1 ½ inches (35 mm) from the top and bottom edges of the booklet respectively. A further staple should then be placed at the midpoint between the first two staples.

Stapling is best done using a long reach stapler but if you do not have access to a long reach stapler, we suggest that you place the pages on a firm but penetrable flat surface such as a cork tile and then obtain a standard stapler that allows you to swing the base of the stapler away from the upper body until the base is pointing behind and parallel to the body of the stapler.

Position and place the head of the open stapler against the open pages and then strike the head sharply with your fist to drive a staple through the booklet spine and into the tile underneath. Repeat this until staples are placed in the three recommended positions. Next, free the staples from the tile and turn the pages over, placing them on a hard surface. Flatten the exposed staples towards each other using a hard smooth object such as a knife handle and fold the pages along the spine to form the booklet. Use the knife handle to press the spine flat along its length several times and you are done.

3. You may wish to use a template to ensure that each booklet can be quickly stapled in exactly the same positions every time. This can be made from a sheet of light card that is cut to match the size of the flat unfolded booklet pages. Short slots should then be formed in the card through which to locate the staples in the proper positions. Lay the card template over the booklet pages in edge to edge alignment and then staple through the slots in the card. Using a template will avoid the need to fold the cover prior to stapling as recommended in step 1 above.

As mentioned above, [a small test booklet](#) is provided on our website so you can practice until you get the right results every time without wasting paper.

With a little practice, you will find that booklet printing is not difficult even if you have not printed a booklet before. If large numbers of booklets are required, you may wish to consider sending the Message PDF files to a commercial printer or digital printing service to have them prepare the booklets for you.

God bless you,

In His service,
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