

Behold, the Bridegroom

Cometh

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

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Sermons

By

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

Instructions for Printing

General Booklet Printing Instructions

The special page layout that is needed to print pages in book format has already been arranged within the sermon document itself to allow easier printing using a standard home computer. This means that you should not use “Booklet” mode if your printer software offers this option.

1. Simply set your printer to print in “landscape” orientation on Letter or A4 sized paper, and ensure that the text is centered on each page to fit within the printer’s printing margins. Use your printer’s preview facilities to ensure that the text is scaled to fill up the available space to the maximum extent.
2. Select the option to print the pages on both sides (this may be named Duplex or Manual Duplex etc) and then follow the instructions that will appear on your computer screen.

If your printer software does not provide specific provision to print pages on both sides, then;

1. Begin by printing the pages of your chosen sermon from front to back starting with the cover¹ (page number one), but only print the ‘odd’ numbered pages, i.e., those pages numbered 1,3,5,7,etc.
2. After printing the odd numbered pages, reintroduce the pages to the printer (without changing the order in which they printed out) through the appropriate opening or feed tray, ensuring that they are orientated to print the rear side of each page. This may require that you turn the printed side of the pages over before printing the second side. Note also whether the tops or bottoms of the pages should be fed in first. Don’t remove any blank pages, they are all needed!
3. The rear side of each page (the ‘even’ numbered pages, i.e., numbered 2,4,6,8, etc.) should be printed in reverse order, i.e., from the back of the booklet to the inside of the front cover (page number two). Select this reverse order printing option before printing side two.
4. We suggest that you print out the test booklet to be certain which way up the printed side should be and which end of the pages should fed in first when printing the second side. Note the correct choices for future use.

¹ We suggest that you print each booklet cover on heavier grade paper or light card if possible.

When printing is finished;

1. Without changing the order of the pages as received from the printer, place them in landscape orientation on a flat surface 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 vertically flush with each other. While keeping the edges of the pages perfectly aligned, staple the pages together along the crease line at two points that are 1 ½ inches (35 mm) from the top and bottom edges of the booklet respectively.

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 will allow you to swing the base of the stapler away from the upper body until the base is pointing behind and in parallel to the body of the stapler.

Press a staple through the pages and into the tile in each of the two recommended positions. Next, free the staples from the tile and turn the pages over, placing them on a hard surface. Press the exposed staples flat (towards each other) using a hard object such as a knife handle and fold the pages along the spine to form the booklet.

3. You may also wish to make a template to ensure that each booklet can be quickly stapled in exactly the same positions every time. A simple template 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 recommend in step 1 above.

As mentioned earlier, a small test booklet is provided so you can practice until you get the right results every time without wasting a lot of paper.

Don't be afraid to try to print the booklets yourself because you will find that it is not difficult, even if you have not printed a booklet before. Alternatively, you can send 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,
The Midnight Cry

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