

Print and Assemble Leveled Readers



To print two-sided booklets from your printer:

1. Open the Print Copy .pdf in Adobe Acrobat Reader.
2. Click on Printer Symbol OR Choose File → Print.
3. Choose the Printer Name.
4. Click Properties and choose the paper size under Paper Options (Letter or 8 1/2 x 11).
5. Also, in the Properties dialogue box, click on the Finishing tab. Under Orientation, click Landscape and click Rotate by 180 degrees.
6. Stay in the Finishing tab and click the Print on Both Sides box under Document Options (if Flip Pages Up option is checked, be sure to uncheck it.) or choose 2-sided Print and click OK (The option for 2-sided print is in the Print dialogue box for the Macintosh.).
7. Click OK to close Print Setup.
8. Click OK to Print.

To print two-sided booklets from a copier:

1. Open the Print Copy .pdf in Adobe Acrobat Reader.
2. Click on Printer Symbol OR Choose File → Print.
3. Choose the Printer Name.
4. Click Properties and choose the paper size under Paper Options (Letter or 8 1/2 x 11).
5. Also, in the Properties dialogue box, click on the Finishing tab. Click Landscape under Orientation.
6. Click OK to close Print Setup.
7. Click OK to Print. To assemble the one-sided printed pages into two-sided booklets, see page 2 of this document.

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Printing Two-Sided Booklets from a Copier

After you print the single sided pages of the leveled reader, copies of the booklets can be made in a two-sided format at a copier.

Each single sided sheet of paper is 2 pages of the booklet. When you look at the printed pages, it will seem as though the page numbers are not correct. For example, the sheets of an eight page booklet will have pages 1 and 8, 2 and 7, 3 and 6, 4 and 5 paired together. This is because the pages are set-up in printer spreads so when you assemble the booklet the pages will be in the correct order.

The process for copying the booklets into a two-sided format is broken down into a few easy steps below:

- 1) Place the sheets face up in the copier feeder in order starting with the sheet with the cover page first. (If your copier does not have a document feeder, you will need to manually lay each sheet, one at a time.
- 2) Choose the duplex (head to toe) or 1 to 2 sided printing, rotate side two option on the copier. If your copier does not have these options, manually rotate every other sheet as indicated in the illustration to the right. *Since all copiers function a little bit differently, be sure to make one sample set before printing the entire quantity.*
- 3) When the pages are finished printing, fold the stack of pages in half, aligning the left edge with the right. The title page should be facing up.
- 4) The final step is optional. To make the booklet easier to handle and store, place two staples in the center of the book (on the spine) to form a completed booklet.

