*How To Make Your Chapbook*—The Instructions!

Both template files (Cover & Chapbook) are set to create books that are 5.5 x 8.5 (a traditional sheet of paper, folded in half).

Instructions:

1. Edit/finalize the essays. Think about everything from word choice, prose style,

grammar, to font and order.

2) Copy/paste the pieces you wish to include into the body text template.

3) Adjust titles/add information that corresponds to the headers (Author

 name/Title/etc.)

4) Save as a .PDF.

5) Open in Adobe Reader.

6) Print text AS BOOKLET with the following specifications:

a. BOOKLET SUBSET (click: both sides)

b. SHEETS FROM (click: all)

c. BINDING (click: left)

d. ORIENTATION (click: portrait)

e. “Properties”—“Duplex, open to left” (to ensure it prints double sided)

f. Print

\*\*printers that can print double sided should be able to do this quite

 easily—if there are issues, Zephyr downtown can certainly help.

7) Create cover/print cover.

8) Staple as binding.