



Advent Devotional 8.5" x 5.5" Booklet

Like last year, LHM is making available to your congregation the ability to customize the Advent devotions for your church. The devotions are designed to create a booklet type document. Producing the customized Advent devotions is a three-step process: customizing, printing, and assembly. Each step is relatively easy and can be accomplished on most standard desktop printers. Below are "how to" directions for each step in the process.

If you prefer to send your customized devotions to a professional printer (Kinko's, Office Max, etc.), you have several choices on how to do this. Save the file as a PDF document onto your hard drive, and either email the document to your local printer, or save the file on a disc and take it to a printer.

For the sake of clarity, it should be noted that these directions are written for basic desktop printers. If you have access to more advanced printers, use of special features may allow you to combine steps.

Customizing

1. Gather and confirm your church information as listed below:
 - a. Name of church
 - b. Address
 - c. City, State, and Zip
 - d. Phone number
 - e. Web address
 - f. Contact information
 - g. Directions
 - h. Worship times
 - i. Special events
2. Select the size/version of the devotion you wish to print.
3. When you click on the booklet you want to download, you will be prompted to enter your church address information, including Church Name, Address Line 1 & 2 (if applicable), City, State, Zip, Phone, and your Church's website address. This information will be printed on the front cover and inside cover of the devotional booklet. The information entered in the text field of "Additional Information" will print on the inside of the front cover. In this area, you may want to provide directions to your church, worship times or other important information that you want the reader to know about.

4. Once all of the information is complete, click "ok", and a link will appear above the form fields, prompting you to download your PDF. Print a sample copy of your devotion and proofread to make certain all of the customized information is correct and the final version is acceptable.
5. NEW THIS YEAR: After you have entered all of your information and would like to keep a copy (to print additional copies at another time), choose "save as", name your file, and save it to your hard drive.

Two-Sided Copies

Before starting to print these devotions in large quantities, you will need to know onto which side of the paper your printer prints. If you do not know, here is a simple test:

1. On a clean sheet of paper, make a mark on the page and place it into the printer.
2. Print any document onto the page.
3. Determine on which side your printer prints.

Printing

Decide which version you wish use and note the file name.

1. Open your custom version of the desired devotion pdf file.
2. Click on the cover of the pdf document.
3. Select [Print] and enter the desired number of copies.
4. Select [Print Range] "Current page".
5. Select [Print].
6. Once printed, remove the copies and place them back into the printer paper tray so that the printer will print onto the blank side of the copies.
7. Return to your document and select the next page (page numbers that print onto the page will be different than the page numbers of the document).
8. Select [Print] and enter the same number of copies.
9. Select [Print Range] "Current page".
10. Select [Print].
11. Remove printed pages and keep separated.
12. Continue this process until all pages are printed.

Assembly

1. On a large workspace, place the stack of printouts face down.
2. Arrange the devotion pages in ascending order, with the odd numbers facing down.
3. Collate so that the cover is at the bottom of the stack.
4. Fold each set in half to make booklet (staple using a long-reach stapler if desired).

Please note that each printer has unique specifications. Due to this, slight variations might be seen on final printed devotions.