



## DOUBLE-SIDED BOOK ASSEMBLY INSTRUCTIONS

For automatic duplex printing, collating, folding, and stapling:

- 1) Check "Print blank pages."
- 2) Set your printer option preferences to duplex — short-edge binding for a vertical book, long-edge binding for a horizontal book.
- 3) Be sure to choose the appropriate settings for collating, folding, and stapling.
- 4) Print.

For double-sided printing *without* stapling:

Follow the instructions above.

If you do not have the setting "Print blank pages," you can try either of these options:

- 1) Print the pages backward. All of the pages will match up correctly back to back, and the cover will come out last.
- 2) Print page 1 of the PDF. Then print pages 3 through the last page of the PDF. This will bypass the blank second page of the PDF (which is meant to "print" on the back of the cover to keep the page match-up correct). Subsequent pages should match up back to back.

For manual placing on a photocopier machine:

- 1) Print all pages except page 2, which is a blank page used for duplex printing (above) that goes on the back of the front/back covers.
- 2) Refer to the book map for each book to see how the pages match up with each other.

Suggested copying:

- 1) Place the left-hand master page of a pair on the glass, and photocopy.
- 2) Put the photocopy in the manual feed tray of your photocopier machine.  
(Placement will vary depending on the kind of machine you have.)
- 3) Place the right-hand master page of the pair on the glass to copy it onto the back of the photocopy.

If you do not have a stapler that can staple along the spine, fold the book in half with the cover facing up. Staple on top of the two marks on the cover, which are inset 1/4" from the fold.

# BOOK MAP

**FRONT  
OF PAPER**



PDF page 1	
<b>BACK COVER</b>	<b>FRONT COVER</b>

**BACK  
OF PAPER**



PDF page 2	
<b>BLANK</b>	<b>BLANK</b>

PDF page 3	
<b>12</b>	<b>TITLE PAGE</b>

PDF page 4	
<b>COPY- RIGHT PAGE</b>	<b>11</b>

PDF page 5	
<b>10</b>	<b>3</b>

PDF page 6	
<b>4</b>	<b>9</b>

PDF page 7	
<b>8</b>	<b>5</b>

PDF page 8	
<b>6</b>	<b>7</b>

Layout for 14- and 16-page vertical books

FRONT OF PAPER

BACK OF PAPER

PDF page 1	Book pages bk cover / fr cover	PDF page 2	Book pages blank / blank
PDF page 3	Book pages page 16 / title page	PDF page 4	Book pages copyright page / 15
PDF page 5	Book pages page 14 / page 3	PDF page 6	Book pages page 4 / page 13
PDF page 7	Book pages page 12 / page 5	PDF page 8	Book pages page 6 / page 11
PDF page 9	Book pages page 10 / page 7	PDF page 10	Book pages page 8 / page 9

Layout for 18- and 20-page vertical books

FRONT OF PAPER

BACK OF PAPER

PDF page 1	Book pages bk cover / fr cover	PDF page 2	Book pages blank / blank
PDF page 3	Book pages page 20 / title page	PDF page 4	Book pages copyright page / 19
PDF page 5	Book pages page 18 / page 3	PDF page 6	Book pages page 4 / page 17
PDF page 7	Book pages page 16 / page 5	PDF page 8	Book pages page 6 / page 15
PDF page 9	Book pages page 14 / page 7	PDF page 10	Book pages page 8 / page 13
PDF page 11	Book pages page 12 / page 9	PDF page 12	Book pages page 10 / page 11

Layout for 22- and 24-page vertical books

FRONT OF PAPER

BACK OF PAPER

PDF page 1	Book pages bk cover / fr cover	PDF page 2	Book pages blank / blank
PDF page 3	Book pages page 24 / title page	PDF page 4	Book pages copyright page / 23
PDF page 5	Book pages page 22 / page 3	PDF page 6	Book pages page 4 / page 21
PDF page 7	Book pages page 20 / page 5	PDF page 8	Book pages page 6 / page 19
PDF page 9	Book pages page 18 / page 7	PDF page 10	Book pages page 8 / page 17
PDF page 11	Book pages page 16 / page 9	PDF page 12	Book pages page 10 / page 15
PDF page 13	Book pages page 14 / page 11	PDF page 14	Book pages page 12 / page 13

Layout for 26- and 28-page vertical books

FRONT OF PAPER

BACK OF PAPER

PDF page 1	Book pages back cover / front cover	PDF page 2	Book pages blank / blank
PDF page 3	Book pages page 28 / title page	PDF page 4	Book pages copyright page / 27
PDF page 5	Book pages page 26 / page 3	PDF page 6	Book pages page 4 / page 25
PDF page 7	Book pages page 24 / page 5	PDF page 8	Book pages page 6 / page 23
PDF page 9	Book pages page 22 / page 7	PDF page 10	Book pages page 8 / page 21
PDF page 11	Book pages page 20 / page 9	PDF page 12	Book pages page 10 / page 19
PDF page 13	Book pages page 18 / page 11	PDF page 14	Book pages page 12 / page 17
PDF page 15	Book pages page 16 / page 13	PDF page 16	Book pages page 14 / page 15

Layout for 30- and 32-page vertical books

FRONT OF PAPER

BACK OF PAPER

PDF page 1	Book pages bk cover / fr cover	PDF page 2	Book pages blank / blank
PDF page 3	Book pages page 32 / title page	PDF page 4	Book pages copyright page / 31
PDF page 5	Book pages page 30 / page 3	PDF page 6	Book pages page 4 / page 29
PDF page 7	Book pages page 28 / page 5	PDF page 8	Book pages page 6 / page 27
PDF page 9	Book pages page 26 / page 7	PDF page 10	Book pages page 8 / page 25
PDF page 11	Book pages page 24 / page 9	PDF page 12	Book pages page 10 / page 23
PDF page 13	Book pages page 22 / page 11	PDF page 14	Book pages page 12 / page 21
PDF page 15	Book pages page 20 / page 13	PDF page 16	Book pages page 14 / page 19
PDF page 17	Book pages page 18 / page 15	PDF page 18	Book pages page 16 / page 17

# BOOK MAP

FRONT OF PAPER ↓	BACK OF PAPER ↓
<p><b>COVER BACK</b></p> <p>PDF page 1</p> <p><b>FRONT COVER</b></p>	<p><b>BLANK</b></p> <p>PDF page 2</p> <p><b>BLANK</b></p>
<p><b>12</b></p> <p>PDF page 3</p> <p><b>TITLE PAGE</b></p>	<p><b>11</b></p> <p>PDF page 4</p> <p><b>COPYRIGHT PAGE</b></p>
<p><b>10</b></p> <p>PDF page 5</p> <p><b>3</b></p>	<p><b>6</b></p> <p>PDF page 6</p> <p><b>4</b></p>
<p><b>8</b></p> <p>PDF page 7</p> <p><b>5</b></p>	<p><b>7</b></p> <p>PDF page 8</p> <p><b>9</b></p>

Layout for 14- and 16-page horizontal books

\*upside down

FRONT OF PAPER

BACK OF PAPER

PDF page 1	Book pages back cover* front cover	PDF page 2	Book pages blank blank
PDF page 3	Book pages 16 title page	PDF page 4	Book pages 15* copyright page*
PDF page 5	Book pages 14 3	PDF page 6	Book pages 13* 4*
PDF page 7	Book pages 12 5	PDF page 8	Book pages 11* 6*
PDF page 9	Book pages 10 7	PDF page 10	Book pages 9* 8*

Layout for 18- and 20-page horizontal books

\*upside down

FRONT OF PAPER

BACK OF PAPER

PDF page 1	Book pages back cover* front cover	PDF page 2	Book pages blank blank
PDF page 3	Book pages 20 title page	PDF page 4	Book pages 19* copyright page*
PDF page 5	Book pages 18 3	PDF page 6	Book pages 17* 4*
PDF page 7	Book pages 16 5	PDF page 8	Book pages 15* 6*
PDF page 9	Book pages 14 7	PDF page 10	Book pages 13* 8*
PDF page 11	Book pages 12 9	PDF page 12	Book pages 11* 10*

Layout for 22- and 24-page horizontal books

\*upside down

FRONT OF PAPER

BACK OF PAPER

PDF page 1	Book pages	back cover* front cover	PDF page 2	Book pages	blank blank
PDF page 3	Book pages	24 title page	PDF page 4	Book pages	23* copyright page*
PDF page 5	Book pages	22 3	PDF page 6	Book pages	21* 4*
PDF page 7	Book pages	20 5	PDF page 8	Book pages	19* 6*
PDF page 9	Book pages	18 7	PDF page 10	Book pages	17* 8*
PDF page 11	Book pages	16 9	PDF page 12	Book pages	15* 10*
PDF page 11	Book pages	14 11	PDF page 12	Book pages	13* 12*

Layout for 26- and 28-page horizontal books

\*upside down

FRONT OF PAPER

BACK OF PAPER

PDF page 1	Book pages	back cover* front cover	PDF page 2	Book pages	blank blank
PDF page 3	Book pages	28 title page	PDF page 4	Book pages	27* copyright page*
PDF page 5	Book pages	26 3	PDF page 6	Book pages	25* 4*
PDF page 7	Book pages	24 5	PDF page 8	Book pages	23* 6*
PDF page 9	Book pages	22 7	PDF page 10	Book pages	21* 8*
PDF page 11	Book pages	20 9	PDF page 12	Book pages	19* 10*
PDF page 11	Book pages	18 11	PDF page 12	Book pages	17* 12*
PDF page 11	Book pages	16 13	PDF page 12	Book pages	15* 14*