

The calendar booklet is a 5.5" x 8.5" booklet that prints on 8.5" x 11" inch paper. It is set up in what printers call "imposition" spreads. That means that the front pages are printed on the same sheets as the back pages—front cover and back cover, inside front cover and inside back cover, etc. In this case, it will be page 1 and 2, 3 and 4, 5 and 6, 7 and 8 through 13 and 14.

It may sound complicated but it isn't once you *see* how it works. When the pages are then stacked into one pile and folded in half, the picture for May ends up across from May's calendar and the same with the other months. It's easy.

Because this instruction page would throw off the instructions, we chose to put it in a PDF file of its own. That way when we tell you to print page 1, it will be the front cover.

Important Tips

Unless you have a printer that will duplex, that is print on both sides of a page during one pass through the printer, then you will need to print all the odd pages at one time, then print all the evens on the backs of the already printed odd pages. If you are printing using an inkjet printer, which will be most people, then you will want to give the first pass time for the ink to thoroughly dry before running it back through the rollers of your printer to print the second side to avoid smudging the first side.

Another tip is to be sure that you know how to load the pre-printed odd pages in your printer so that the second pass will print on the still-black side of the paper and that the images print top to top and bottom to bottom from one side to the other.

A trick I use to determine this when using new printer is to draw a small X or other mark on the corner of the top sheet in the printer, the next one to print. REMEMBER WHICH CORNER OF THE HOLDING TRAY YOU DREW YOUR MARK. I consistently mark the right hand corner of the page closest to me as I stand directly in front of the paper tray.

I then print a test page. Don't use the cover of the calendar for this—it will waste ink. Print a page that doesn't need much ink. When that test page has printed, see where the mark is in relation to the test image and its orientation on the page. Then determine how you must turn and/or flip the paper when you reload it for the second pass so that the next image will print on the first, properly backing up the images top to top and on opposite sides of the paper.

You will also have to recoallate the pages so that page 1 (the covers) will be the first page to pulled through the printer as you print the second side and that the page with the June calendar and August picture (the one with the small July and September calendars) will be the last one to print a second time.

Printing the Calendar

You will want to start printing only the odd pages—1, 3, 5, 7, 9, 11 and 13. You will want to make sure that you send them to the printer in the "landscape" mode, the horizontal image.

When they have printed and they have dried, you are ready to start printing the even pages. Load the pre-printed odd pages into the printer according to the directions above.

Print only page 2 to be sure that you have properly positioned the paper. If it's wrong, you won't have ruined all of the other sheets. When you see that page 2 has printed correctly on the backside of page one, then print pages 4, 6, 8, 10, 12 and 14.

When you have completed printing all of your pages, 1 backing 2, 3 backing 4, 5 backing 6, etc., let them dry fully (if using an inkjet), then fold the pages in half. It's actually more accurate to fold each sheet of paper individually and put them together than to fold them all together—you get a better crease at the fold that way.

Binding the Calendar

Saddlestitching is the name given when pages are kept together with staples placed along the fold to hold a magazine or booklet together. There are staplers designed especially for saddlestitching but if you don't have access to one, which very few people do, there is a way to saddlestitch with a regular desk stapler.

Once all your pages are folded and in order (check a second time to be sure they are—it's very frustrating to have to redo this process if they're not), place the booklet on a piece of corrugated cardboard with the center spread (July) open and face down on the cardboard. The cover should be on top.

Open up your stapler as if you were stapling something to the wall and carefully align the location where the staple will come out directly over the fold of the cover. You might want to practice this on a spare piece of folded paper to learn exactly where the staples come out. When you are happy with the location, press down straight and hard, with the staple going through all the pages of the calendar and into the cardboard. You will need to do this in two or three spots along the fold, dividing the height of the book evenly with staples.

Now carefully pull the booklet straight up, pulling the staples out of the cardboard but making sure they stay in the calendar. Place the calendar cover down this time and using something hard, press each of the two tine of each staple in towards each other. As they may want to shift on you, you might want to try holding one tine with a needle-nosed plier while you bend the opposite tine. When you have both staples closed, your booklet calendar is ready to use.

Happy New Year!

The Daily Progress

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