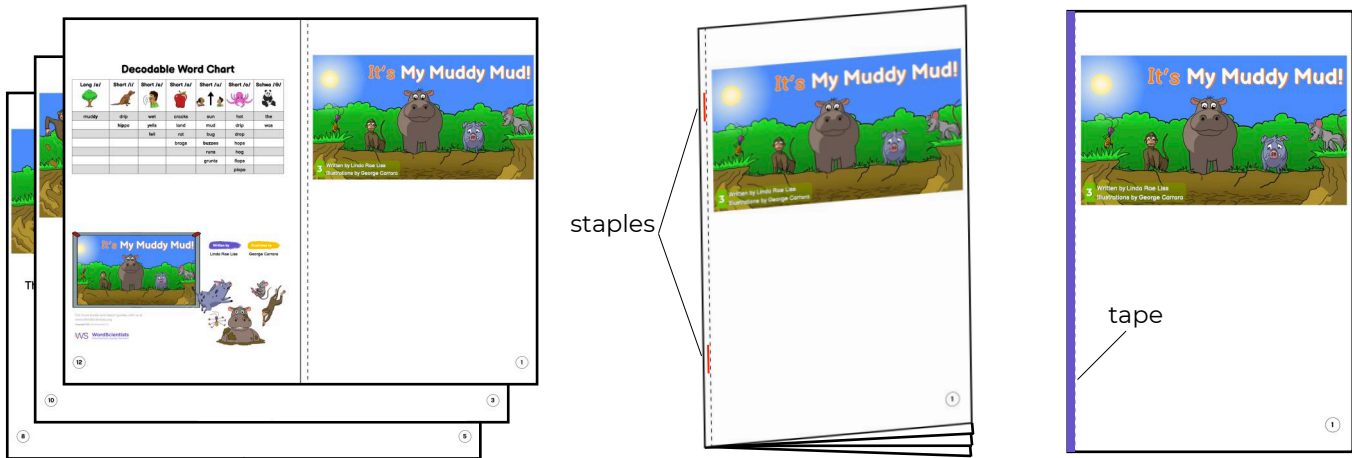


# How to Make a Vertical Double-Sided Book

Use US Letter papers and test printer settings before printing out multiple copies.



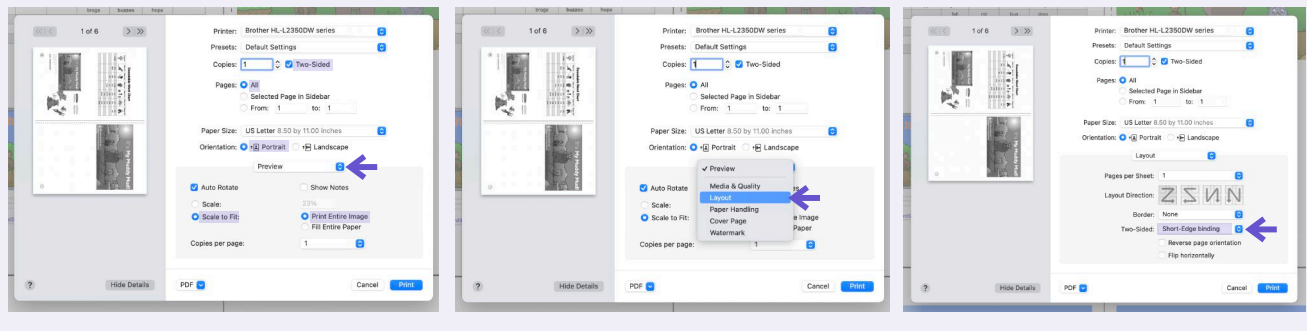
## Step-By-Step Instructions

1. Print the PDF double-sided.  
\* Select **short-edge binding** or **flip on short edge**.
2. Take printed pile straight off your printer.
3. Line up the corners and fold the whole stack vertically in half. Use the line in the middle as a guide.
4. Staple two times—to the left of the dotted line at the edge of the folded book cover page.
5. Place one strip of tape along the left side. Just cover the dotted line on the front (book cover page) and wrap to the back of the book. This step is optional but we recommend it to make sure young readers can read printed books safely.

\* See next page for details on printer settings.

## On Mac:

1. Download the PDF and open with *Preview*.
2. When printing, check 'Two-Sided'.
3. Then go to 'Layout' and select 'Short-Edge binding'.



## On PC:

1. (Download the PDF and) Open with your browser.
2. When printing, go to 'More settings' and check 'Print on both sides'.
3. Then select 'Flip on short edge'.

