Instructions for Printing Judi Parkinson eBooks

1. Open the pdf file for the eBook

2. Open the 'View' tab

3. Select the drop down menu item 'Page Display'

4. Depending on your pdf Viewer version, either:

   a) Select 'Two-Up Continuous', or
   b) 'Two page View', then open this window again and check/tick 'Show Cover Page in two-page view'

5. On your Toolbar select zoom at 25% so you can get an overall view of the book layout.

6. Pages on the left column will be the left-hand pages of the book and printed on the back of the previous right-hand page. For example: Publisher's information and copyright details will be printed on the back of the plain title page.

7. Some pages are left blank to allow engagement, others have simple cues.

8. A large printer will automatically collate the order. If you have a smaller printer I suggest printing all the right-hand pages first, lay them out in order and print their reverse pages.

9. You may need to pencil a mark on a plain piece of paper to indicate the correct position the image will be on the right page; then feed it into your printer to see which position it will need to be placed to print correctly. Just type 'test' for example in a Word doc for this test run.

10. I suggest a medium to heavy weight, double-sided matte photograph paper to print on to avoid distracting or confusing shines.

11. Bind with a plastic coil to allow the book to lay flay on a table or to turn right back for a care-recipient to hold in their hands.

12. Please contact me or your activities supplier if you have any queries, thanks, Judi. Judi.parkinson@sharetimepictures.com.au