

# Checklist of Cariboo Chilcotin Birds booklet printing directions

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The pdf Checklist document is designed to print in a booklet format on four 8½” x 11” pieces of paper that can be folded in half, stapled in the middle to produce a handy checklist booklet. The options available for printing will be dependent on your printer’s capabilities. Because the options could vary with the brand of printer you should treat the following as a guideline only and realize it may take some experimenting on your part to produce the booklet. For this reason it may be helpful to select **Preview before Printing** on the printer properties window Quick Setup tab. If the preview does not look right (front and back covers on the first page, page 1 and page 14 on the second page, page 2 and page 13 next, etc.) then you need to cancel the printing and check the settings.



If your printer is capable of **duplex printing** (printing on both sides of the paper) the printing options needed to produce the booklet should be fairly straight forward.

- On the main print screen under page sizing & handling select the **Booklet** option
- On the properties screen Page setup tab check the **automatic** below Duplex printing (only available on duplex capable printers). If this option is available it avoids any confusion about how to put the paper back into the printer after the front side of the pages have been printed. If you don’t have this option, hopefully your computer will prompt you on how to re-load the paper.

If your printer does not duplex print you will need to manually flip the pages to accomplish printing on both sides of the paper. How you do this flip will depend on how your paper is fed through the printer and may require some trial and error to get it right. You will likely have an option to print the **front side only** of the pages. After printing the four pages put the paper back into the printer, checking to make sure it will be printing on the other side and then select the **back side only** of the pages.