POCKET GUIDE
PRINTING INSTRUCTIONS

1 Add your logo to the footer in Word

- Open your document and double-click in the footer area (or go to **Insert → Footer → Edit Footer**).

- With the footer active, click on the FJC logo until it shows a box around the logo and then **right click** the logo and select **Change Picture…** to select your camp's logo

- Click the logo to resize (drag a corner handle) and position it (set text wrap to "In Front of Text" if needed).

- When it looks right, click **Close Header and Footer** (or double-click outside).

2 Save the document as a PDF

- Go to **File → Save As** (or **File → Export → Create PDF/XPS**).

- In "Save as type," pick **PDF (*.pdf)**.

- Then click **Save** (or **Publish**).

3 On your windows computer, **open the PDF and print as a booklet in Adobe Acrobat Reader**

- Download Adobe Reader here: https://get.adobe.com/reader/

- Launch **Adobe Acrobat Reader DC**, then **File → Open** your PDF.

- Go to **File → Print**, and under **Page Sizing & Handling** select **Booklet**.

- Choose **Both sides** (for duplex printers) or manually select **Front side only** then **Back side only** on a second pass.

- Set **Binding: Left**, confirm your printer, and click **Print**.

(See reverse side for printing instructions on Apple computers.)

1 On your Mac, **open your PDF in Preview**

- In Finder, double-click your PDF to launch it in Preview (the default PDF viewer on Mac).

2 **Open the Print dialog**

- Choose **File → Print...** or press ⌘ P.

- If you see only a simplified dialog, click **Show Details** to expand all options.

3 **Enable booklet layout**

In the expanded Print dialog, locate the section chooser (it may default to "Preview" or "Copies & Pages"). Click it and select **Layout**.

- You should now see a **Booklet** checkbox—check it to turn on booklet imposition.

- Under **Two-Sided**, pick **Short-Edge binding** (for English-style fold) if your printer does duplex automatically. If it doesn't, pick **Off**, print the "Front side only," then flip the stack per your printer's instructions, reopen Print, choose **Back side only**, and print the reverse side manually.