

Re: Creating and Printing a Recital Program

Source:

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2004-03/1933.html>

From: JD (Erehwon_at_Example.com)

Date: 03/16/04

Date: Tue, 16 Mar 2004 14:07:10 -0800

Your first sentence answered my question.

I will be printing just one copy, then taking it to CopyMat to reproduce multiple copies.

I then print them back-to-back.

"Suzanne S. Barnhill" <sbarnhill@mvps.org> wrote in message news:u6EMEf4CEHA.2804@tk2msftngp13.phx.gbl...

> *If you have set the document up according to the instructions in my article,*

> *then the pages will be printing on alternate halves of the sheet, and you*
> *will need to insert the paper the same way. If you want to print on the*
> *backs of the sheets, then this becomes another logistical problem that you*
> *will again have to figure out by trial and error. The advantage to this*
> *method, however, is that it is easy to print single pages (for testing*
> *purposes or to reprint corrected pages), which is not at all simple with*
> *Word's built-in "Book fold" feature.*

>

> --

> *Suzanne S. Barnhill*

> *Microsoft MVP (Word)*

> *Words into Type*

> *Fairhope, Alabama USA*

> *Word MVP FAQ site: <http://www.word.mvps.org>*

> *Email cannot be acknowledged; please post all follow-ups to the newsgroup*

so

> *all may benefit.*

>

> "JD" <Erehwon@Example.com> wrote in message

> news:e5rBxdxCEHA.2060@TK2MSFTNGP12.phx.gbl...

>> *My apologies for editing your article. I just wanted to make it shorter*

> *for*

>> *posting.*

>> *After noting which end is the "top," should I assume that the second*
>> *printing will print on the opposite half of the document or on the same*
>> *half?*

>> *If the printer prints on the same section of the paper whether printing*

> *even*

>> *or odd pages, that would mean feeding it the same way the second time?*

microsoft.public.word.docmanagement: Re: Creating and Printing a Recital Program

> > *I don't know if I'm being clear. Perhaps, as you say, I'll have to burn
a*
> > *few sheets to figure out how it works on my HP Deskjet.*
> > *Thanks again for being so helpful.*
> > *I have done these before, by the way, and worked out a complicated
system*
> > *of*
> > *page breaks and columns breaks, text continuing from page 2, column 1 to*
> > *page 4, column 2, etc.*
> > *I'm looking forward to taking advantage of Word's new capability.*
> > *"Suzanne S. Barnhill" <sbarnhill@myps.org> wrote in message*
> > *news:uzoXd8wCEHA.2404@TK2MSFTNGP11.phx.gbl...*
> > > *For the "proper" version of this, see*
> > > *<http://word.myps.org/FAQs/Formatting/BookletPrinting.htm>. As for how
to*
> > > *insert the paper, this is something you will have to discover by trial*
> > *and*
> > > *error, as printers differ in the required orientation. Your best bet*
> > *is*
> > *to*
> > > *write TOP on one end of a sheet of paper and insert it so that it is*
> > *the*
> > > *leading edge of the paper as it is fed by the printer. Note where the*
> > > *printing is relative to this legend (which side of the paper as well*
> > *as*
> > > *which end).*
> > >
> > > --
> > > *Suzanne S. Barnhill*
> > > *Microsoft MVP (Word)*
> > > *Words into Type*
> > > *Fairhope, Alabama USA*
> > > *Word MVP FAQ site: <http://www.word.myps.org>*
> > > *Email cannot be acknowledged; please post all follow-ups to the*
> *newsgroup*
> > *so*
> > > *all may benefit.*
> > >
> > > *"JD" <Erehwon@Example.com> wrote in message*
> > > *news:eQxzUUvCEHA.1340@TK2MSFTNGP12.phx.gbl...*
> > > > *I copied these instructions (courtesy of Suzanne Barnhill) some time*
> > *ago*
> > > *for*
> > > > *future reference.*
> > > > *I now need to create an eight-page "program" for a recital, using*
> > *Word*
> > > *2002.*
> > > > *I'm unclear about the printing procedure and would greatly*
> > *appreciate*
> > *some*
> > > > *advice:*

> > > > *When feeding the paper into the printer for the second time, which end goes in first? Also, I will not want the pages numbered. Here is Suzanne's article: Set up your document by first choosing Landscape orientation on the "Paper Size" tab of Page Setup. Then select "Mirror Margins" on the "Margins" tab. When you do this, the margin measurements for "Left" and "Right" change to "Inside" and "Outside." Set the margins you want for your half-size page. If your booklet is to be "saddle stitched" (stapled in the center), you may want a slightly larger margin on the outside to allow for trimming. Now set the "Gutter" measurement to half the width of your paper. If you are using US Letter, this will be 5.5"; for US Legal, it will be 7". You can see from the diagram in Page Setup that the text area of your page will alternate from right (odd or recto pages) to left (even or verso pages). As you will have figured out, this will give you one page per sheet, alternating right (odd pages) and left (even pages). Not to worry! Enter your text sequentially, page 1 through the end. You will, of course, need to have the total number of pages divisible by four, so you may need to add blanks at the end. (You can either leave them entirely blank or print "Notes" or some such at the top.) To print, select "Odd pages" (at either the bottom-left or bottom-right of the Print dialog, depending on your Word version). After you have printed all the odd pages, return to the Print dialog, select "Even pages," and click the "Options" button on the Print dialog and check "Reverse print order" (remember to uncheck this when you've finished). Feed your printed pages back through the printer to have the second*

> page
>>>> *printed.*
>>>> *You will find that (supposing you have an eight–page booklet) page 8*
>>> *prints*
>>>> *on page 1, page 6 on 3, and so on.*
>>>> *This will give you camera–ready copy if you're planning to reproduce*
>> *your*
>>>> *booklet by printing or photocopying.*
>>>> *If you're planning to duplex the pages yourself, you'll need to*
figure
>>> *that*
>>>> *out from here (you'll end up with two copies of the booklet per*
print
>>>> *operation, obviously).*
>>>> *You may find that there are some problems with printing specific*
pages
>>>> *(especially in longer booklets) using the Word 2002 Booklet feature,*
>>>> *although printing the whole file works fine.*
>>>> *You may also find that "Inside" and "Outside" margins are reversed.*
> *The*
>>>> *latter is easy to work around by reversing the margin settings.*
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