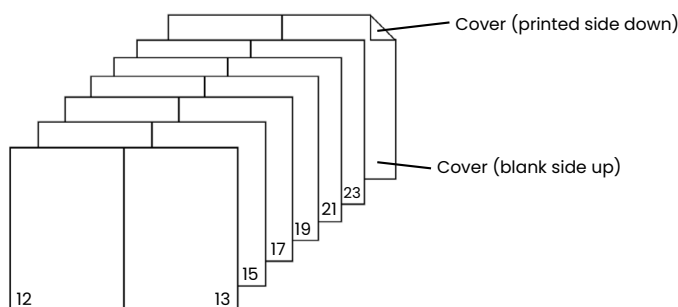
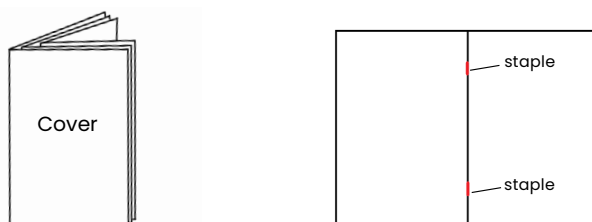


# HOW TO PRINT AND ASSEMBLE THE CACFP RECIPE COLLECTION BOOKLET

1. Open the cookbook cover PDF. This should be a single page file that is separate from the inside pages.
2. Select File -> Print... to open your printer menu and adjust your print settings. Under "Setup" (your menu may vary) be sure the page orientation is set to **"landscape"** and the scale is set **"scale to fit."** Most printers can not print edge-to-edge, so selecting "scale to fit" will shrink the cover image to fit inside the printable area. Then press Print.
3. Open the cookbook inside pages PDF. This file should have 12 pages that will print on 6 sheets of paper. Select File -> Print... to open the printer menu again.
4. Again, make sure the orientation is set to "landscape" and the scale is set to "scale to fit." Then select **"2-sided"** or **"duplex"** printing (you may need to open the "Properties" menu to find this option). Be sure to select **"flip on short edge."** Then press Print.
5. Pages will appear out of order, except for page 12 and 13. This will be the center spread of the booklet. Stack the pages in the order shown below, with the cover page on the bottom.



6. Carefully line up the edges of the stack and flip over so the cover is on top. Fold the booklet in half with the cover on the outside, being careful to keep the edges lined up, and make a sharp crease. Then unfold and lay flat again.
7. Using a long-armed stapler, a saddle stapler, or an opened-up regular stapler on a hard surface (see instructions [here](#)) staple the pages together in two places along the center crease, being sure to keep edges lined up. Fold completed booklet in half along center crease.



8. If you have access to a paper cutter that can cut through 13 sheets, you can use it to trim the white border along the top, bottom, and outside edges of the booklet.