

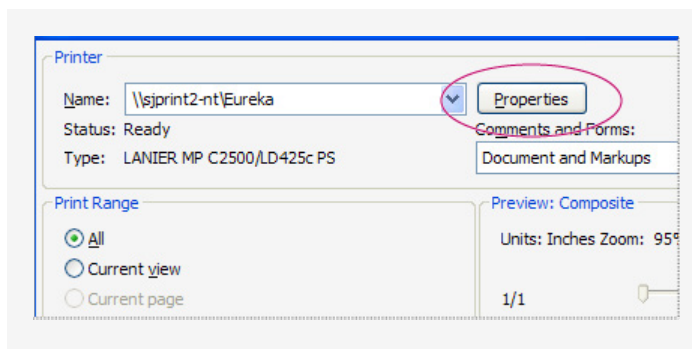


## Everything In Between DEVOTIONAL PRINTING GUIDE

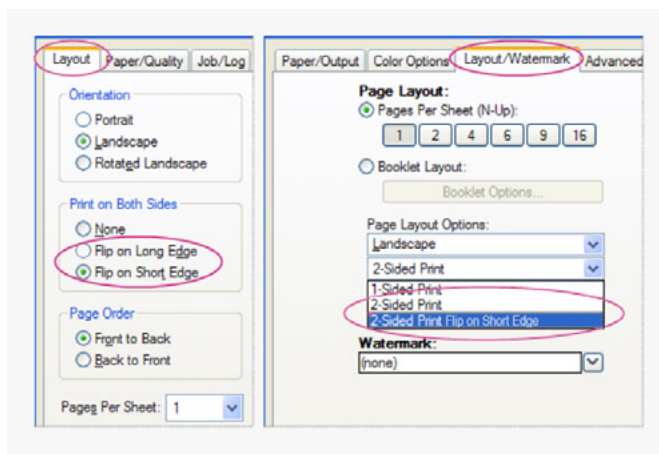
The Sanctified Art Everything In Between devotional is formatted for double-sided printing on 8.5x11 paper, and the file is ordered to be folded in half to create an 8.5 x 5.5 booklet. Because the devotional is a .pdf file, below are instructions for printing using Adobe Acrobat or Reader.

### ACROBAT OR READER 10 OR EARLIER

- 1) In Acrobat, Reader 10 or earlier, select File > **Print**.
- 2) Select **Properties**.



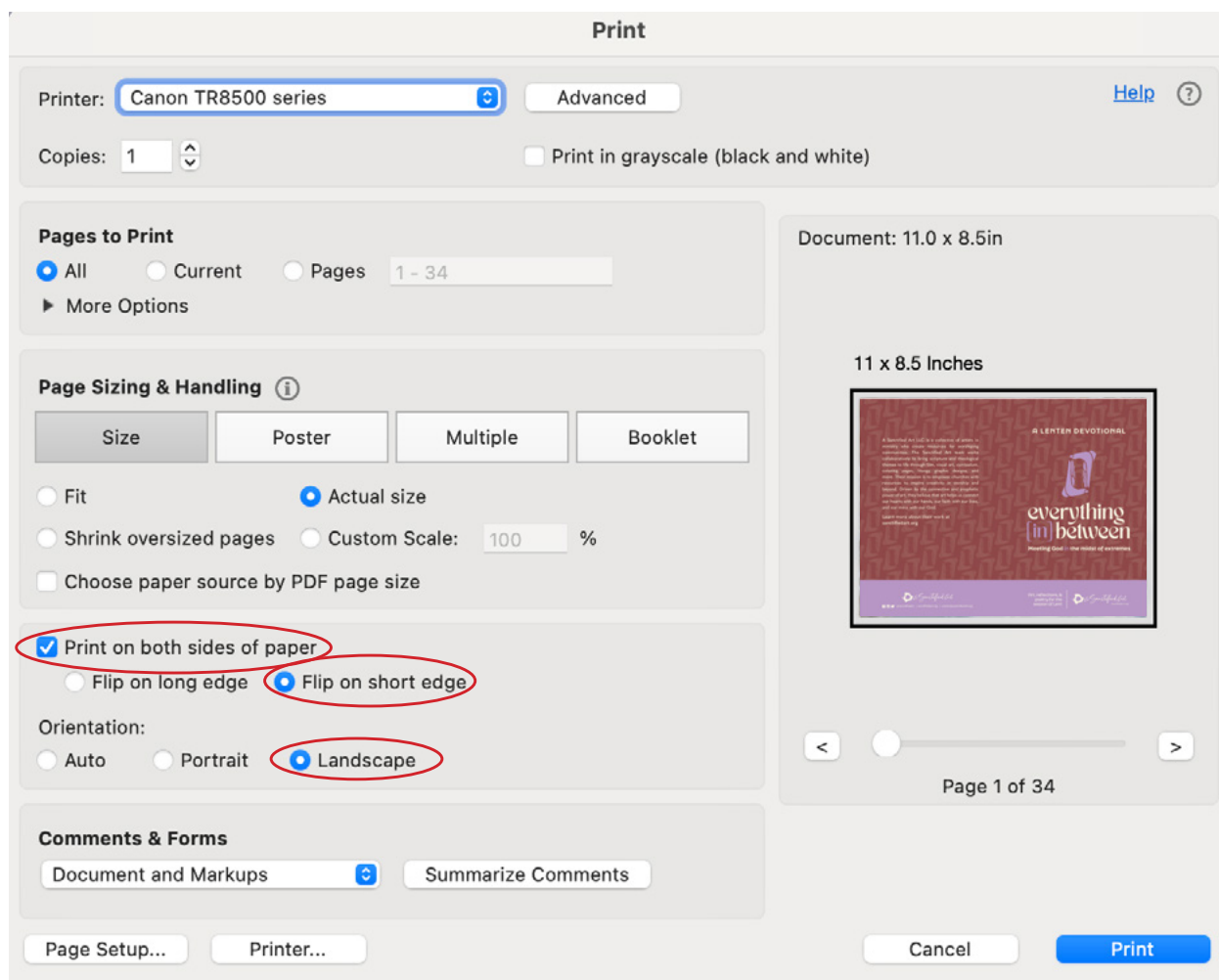
- 3) Select the **Layout** tab. This pop up may vary from printer to printer.



- 4) Under *Orientation*, select **Landscape**.
- 5) Under *Print on Both Sides*, select **Flip on Short Edge**.
- 6) Select **OK**, and then select **OK** again to print.

# ACROBAT DC OR READER DC

1) In Acrobat DC or Reader DC, select File > **Print**.



2) Select **Print on both sides of paper**

3) Under **Print on Both Sides of paper**, select **Flip on short edge**.

4) Under **Orientation**, select **Landscape**.

5) Press **Print**

**FOR ADDITIONAL PRINTING  
WITH ACROBAT OR READER  
TROUBLESHOOTING**

- **VISIT:** [helpx.adobe.com/acrobat/kb/print-double-sided-acrobat-reader.html](https://helpx.adobe.com/acrobat/kb/print-double-sided-acrobat-reader.html)

## TROUBLESHOOTING GUIDE

Since all printers and copiers are different, there may be some issues that come up when printing the devotional. Here are some frequently encountered problems and possible solutions to try. If you continue to have trouble, please reach out to us at [contact@sanctifiedart.org](mailto:contact@sanctifiedart.org) and we will do our best to help.

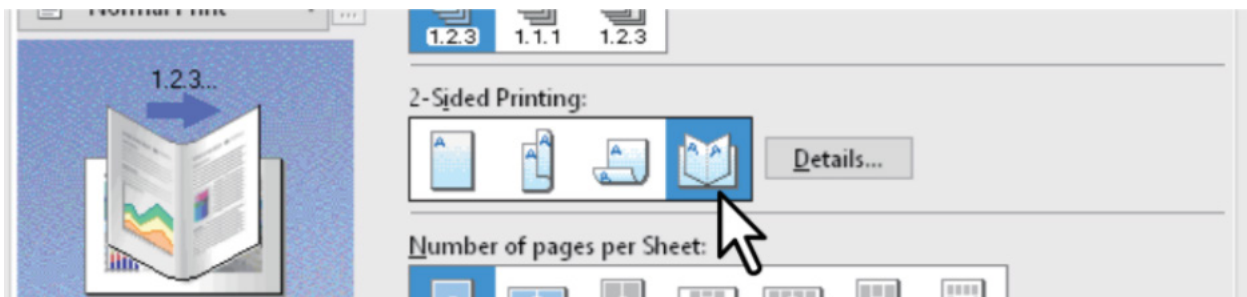
### ***I have a copier that will fold and staple, but I need another format.***

If your printer has the capability to create folded, stapled booklets—or if you are using a commercial printing service—it will likely need the single-page file to print the booklets correctly. We create this file in both color and black & white. [Color single-page file](#) | [B&W single-page file](#)

### ***The pages are not printing in the correct order.***

First be sure that you're printing the print file rather than the chronological file. One is set up for printing the pages into a folded booklet, and the other is set up to be read on a screen. If you follow the steps outlined above for the chronological file, the pages will not be in order once folded and stapled.

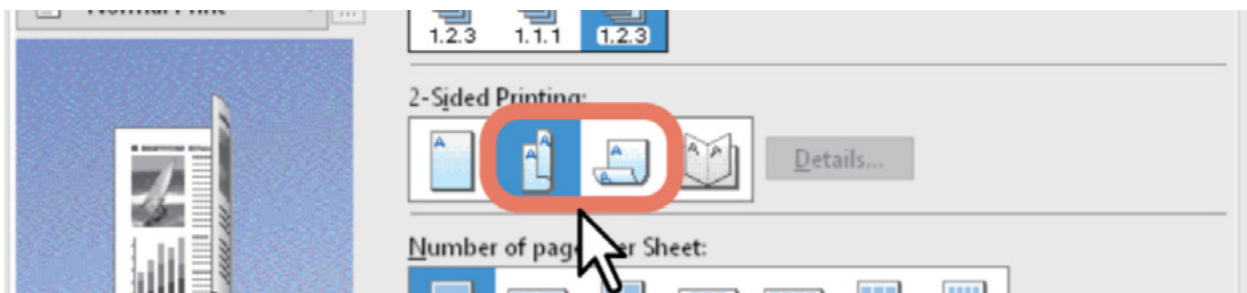
If you're having trouble with the page order when printing the print file and you have a booklet setting on your printer (see below for example), you might try printing the single-page file using the booklet setting so that the printer orders the pages itself. We create this file in both color and black & white. [Color single-page file](#) | [B&W single-page file](#)



### ***The pages are printing upside down.***

You'll want to be sure that “head to head” or “flip on short edge” is selected. This option appears in different places when printing from different programs, but is usually with the duplex printing options (see below for example—head to head printing is the icon on the right within the red circle). You might also try selecting “portrait” instead of “landscape”—we can't explain why, but sometimes this counterintuitive approach works.

If you're still having trouble with the page order when printing the print file and you have a booklet setting on your printer (see below for example—booklet printing is the icon to the right of the red circle), you might try printing the single-page file using the booklet setting so that the printer places the pages itself. We create this file in both color and black & white. [Color single-page file](#) | [B&W single-page file](#)



## **TROUBLESHOOTING GUIDE** (cont.)

### ***I need a large print version of the devotional.***

We have a large print version available. It is set up to be printed as a booklet on 11x17 paper using the booklet settings on your printer. If your printer doesn't have that capability, you can also print the file double-sided on 8.5x11 paper and bind it however you wish (comb binding, folders, binders, staples, coil binding, brads, etc.). [Large print file](#)

### ***I am printing an A5 booklet on A4 paper.***

We don't currently have international standard size versions of our booklets. However, if you have a booklet setting on your printer or copier, we recommend using the large print version (see above) to print A5 sized booklets on A4 paper as the dimensions are closer. You'll want to be sure to select "fit to page" so the printer will automatically resize the document to fit.

### ***I would like to send the devotional out electronically.***

Please feel free to share the following with your community via email or print communications: "Our friends at A Sanctified Art have provided a special e-reader version of this year's Lent devotional, which you can access on your computer and mobile devices: <https://online.flippingbook.com/view/676218946/> In order to protect their work, please refrain from sharing this link or posting it on social media."

If you would like to send out the devotional in weekly or daily segments, you can use a PDF page splitter such as the free online tools from [Adobe](#) or [I Love PDF](#) to divide the [chronological PDF](#) into segments. We appreciate you helping us to protect our resources by sending the file directly to members instead of making it available for public download on your website.

### ***I cannot use this file with screen readers.***

Many of our patrons have had success with the single page version when using screen readers. [Single-page file](#) Many screen readers will have trouble with columned text, so please reach out to us at [contact@sanctifiedart.org](mailto:contact@sanctifiedart.org) if you would like screen reader compatible versions of the columned content.

### ***I need an editable version of the devotional.***

Since our resources are created as PDFs from the beginning, we do not have editable versions of the devotional. You are welcome to create inserts for the booklet with any additional information you would like to include. When adding inserts, please be sure to clarify what content is from Sanctified Art and what has been created specifically by/for your community.

If you are having trouble copying and pasting from our resources, you can use a PDF converter such as the free online tools from [Adobe](#) or [I Love PDF](#) to convert the file to a Word document. However, please be aware that these conversion tools will not preserve any formatting, and the resulting document will not be suitable for printing.