

How to Use the Program Templates

There are two WORD templates for B'nai Mitzvah services: one for morning, one for afternoon. These templates are meant to be used to create a folded program **booklet**, with pages 5.5" x 8" in size. It will print on 8.5" x 11" (letter size) paper that you can fold in the center and staple on the folded seam. You can personalize them to your particular family's service. The temple is 8 pages in length but your program can be longer (see below).

The template was created on a PC using Windows and WORD. There may be inconsistencies if you use the template on a MAC.

Once saved in WORD, the .docs file can also be saved as a .pdf file. Both files can be printed. However, if you have difficulty printing the WORD file (especially if you have added pictures or Hebrew text), try printing the .pdf version. That often works better. Sometimes images inserted from the internet cause problems with printing.

Printing the Booklet

In WORD:

Page set-up (Layout Tab):

- Margins = .4" on all sides (you can change margin size if you like)
- If you want to allow additional space along the fold to accommodate a binding, increase the Gutter value.
- View = landscape
- Multiple Pages = book fold
- Sheets per booklet = 4, 8, 12, or 16. Next to Sheets Per Booklet (under Pages), select the number of pages you want in each booklet. *If your document has more pages than the number you select, the document prints as multiple separate booklets.*

Printing properties:

- Double sided, flip on short side (necessary for booklet to print properly)

In ADOBE ACROBAT:

Page set-up:

- Page layout = Portrait

Printing properties:

- Double sided, flip on short side (necessary for booklet to print properly)
- Page scaling = booklet printing
- Booklet subset = both sides
- Auto Rotate = selected

Contact Martha Berman at mberman@shir-tikvah.org if you have questions.