
I clicked on the booklet button and got **figure #2**. This time I had a choice of different options. For Booklet subset there was a pull down menu of "both sides," "front side only," and "back side only". The both sides option is used if you have a printer that can automatically print on both sides of a paper. Most people do not own printers capable of this function. I choose "front side only". For binding I chose left (where you will place the staples), and for orientation I choose portrait. With the "front side only" option the printer printed all the odd number pages. Remember it only uses 12 sheets of paper because the printer will automatically make the 45 page magazine into 48 pages and each sheet of paper when folded is 4 pages (2 front and 2 back). I then changed the Booklet subset pull down menu to "back side only" which will print the even number pages.

At this point it can get confusing because the 12 sheets you just printed will now have to be fed back into the printer to print the even number pages on the blank sides of each sheet. You will also have to reverse the order of the 12 sheets so everything is in the correct position. Also make sure when place the sheets back into the printer you have the unprinted side up or down – each printer is different. It took me a couple of attempts to get this correct.

Don't forget, the February 2017 issue of A.R.C. is 45 pages and when printing a 45 page magazine or document, the printer will automatically add 3 blank pages at the end of the magazine because you have to print in multiples of 4 pages.

If the magazine or document you are printing consists of 47 pages, the printer will add one blank page.

I also printed out the magazine on my HP ink jet "4 in 1" printer. My HP ink jet printer does have the capacity to print on both sides of the paper (sometimes called a duplexer) which made printing easier and faster. The Print Window was the same as the HP laser jet printer and the only change I made for the Booklet subset pull down menu was the "both sides" option.

At this point we don't know how many pages the March 2017 issue will contain. Some of the nice things about A.R.C. online are the photographs are in color (unless they are original black& white photos) and we are not limited to multiples of 4 pages. Of course if your printer is only a black & white printer it won't print color copies.

Other considerations to consider are paper quality and a large stapler. For my tests I used inexpensive copy paper whose specifications were 92 bright and 20 pound. The higher the pound value, the thicker the paper will be. You can even use a heavier paper for the cover like the magazine used to have when it used to be printed and mailed. Also, a regular stapler will probably not be long enough to reach to the spine of the magazine to insert the staples. I was fortunate a few years ago to buy a 2 foot stapler (AKA "Long Reach" staplers) at a garage sale for a few dollars. I saw a Long Reach stapler sell new for \$28.00 at office supply store.

After you do this once or twice it will probably take 5 minutes to print out the entire magazine.

If you don't own a color printer you might be able to print out the magazine at your local library. There might be a fee involved.

Even better, find a friend or relative with a color printer.