

Following are a set of instructions to have your literature printed professionally. You have the option of visiting your local printer and providing the file and specifications or uploading the file online with some printers.

The benefit of having the literature printed in a “booklet style” rather than printed as individual sheets and stapled in the corner is that it provides a more professional image and is usually better quality than your office printer.

## Step 1 - Obtain the file

- Go to the SOR website and find the literature that you would like to print.
- Open up the PDF file and do a “save as” to your computer or a zip drive.
- Take the zip drive to a local printer **OR** do an internet search to find a local printer that will allow you to upload the file online.

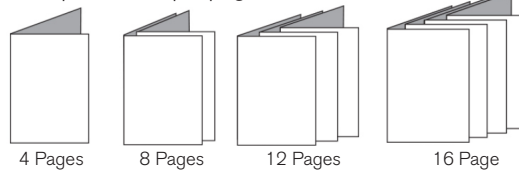
## Step 2 - Provide specifications

- You will have to be specific to have the literature printed booklet style.
- When the pages are in multiples of 4, it can be printed on 11 x 17 paper and folded to 8.5 X 11.
- Catalogs with more than 4 pages will be collated and stapled down the middle of the fold. (saddle stitched)

### Booklet Specifications

- Quantity** - \_\_\_\_\_
- # of pages** - \_\_\_\_\_
- Size** - 11 x 17 / 2 sided
- Folded** - to 8.5 x 11
- Bindery** - collate and staple if more than 4 pages
- Color** - 4/4

Example of multiple page booklets.



## Example

### 815 Smart Pressure Transmitters Catalog (8 pages)

The pages will be put into a “booklet format” so the appropriate pages will be in the right order to allow them to print two 11 x 17 sheets, 2 sided. Then those two sheets will be folded, collated and stapled.

