

Directions for Printing Station of the Cross Booklet

Step One:

Print all pages of the Stations keeping them in order

Tip: “Sheet” indicators will help you keep it all straight. Be sure the sheet number is in the lower right position as you look at the paper and everything will work seamlessly.

Step Two:

Place sheet 1 print side up on the top of the stack. Place sheet 5 print side up behind it. Follow the same procedure with the other pages.

Place sheet 2 next followed by sheet 6 behind it.

Place sheet 3 next followed by sheet 7 behind it

Place sheet 4 next followed by sheet 8 as the last page.

Step Three:

Photocopy the stack in order using the **double-sided** function on your copier.

Step Four:

[**Note:** Make sure you orient the paper again so the “Sheet #” appears in the lower right corner.]

Fold each sheet in half individually starting at the top edge and folding it down to the bottom edge **BEFORE** assembling booklet. You will have a stack of folded pages one on top of each other.

Take Sheet 1 fold it in half. (This remains on the bottom of the stack)

Take sheet 2 fold it in half. (Place this on top of sheet 1. All folds should be at the top)

Take Sheet 3 fold it in half. (Place this on top of the stack)

Take Sheet 4 fold it in half. (Place this on top of the entire stack.)

Step Five:

Align all the pages neatly, reinforce the creases, and fold the entire stack in half forming a booklet.

Staple in the center.

Cut the top folds on each page with a pair of scissors revealing your finished product, in order.