

How to Make Your 4" x 7" Visitor Guide Booklet

1. Download the "Printer Friendly Version" of the visitor guide:
 - dnmi2-print.pdf — North Manitou
 - wtsmi2-print.pdf — South Manitou
2. Open the file in your PDF viewer (Adobe Acrobat or Adobe PDF Reader recommended) and print the pages in duplex mode (double-sided printing).
 - Do not select any of the scaling or centering options.
 - 24lb/96-bright paper recommended.
 - You may wish to use 110# card stock for the cover page.
3. Fold the pages in half individually (to 4-1/4" x 11"), keeping them in order.
4. After making sure the pages are still in their proper order, staple twice on the fold, about 1.5-inch from either end to create a saddle-stitched booklet (standard office staplers have a 4" reach.)
5. Using a snap-blade box cutter, X-Acto blade, or other sharp cutter, trim the length of the booklet to 7" by removing 4" from this end. Then remove 1/4" from the edge opposite the fold to provide a finished 4" x 7" booklet.
