

Cub Scout Song Book Printing Instructions

Pow Wow 2008

San Diego –Imperial Council

From Songs, Skits and Run-Ons class

- Print all two sided - Portrait orientation
- The Pow Wow Songbook Cover file makes two Book Covers (may use heavier, colored paper)
- Print the four pages of the Songbook Pow Wow file, double sided (on two sheets) for each book desired, collated to keep in sets of two. Remember print twice as many copies of the Songbook insert file as of the Songbook Cover file.
- Cut paper in half at 5 1/2"
- Fold half sheets in half
- Arrange in order, top halves of sheet lay on top of bottom halves. Keep halves arranged in pairs after cutting in half, always fold the same side up as printed, (page 1 faces 16, 3 faces 14, 4 – 10, and 7 – 8)
- Table of Contents is first page (followed by pg 2, 4, 6 on right) put into one Cover page then staple in center. (need a deep stapler)