



# PRINTING PAPER BOOKMARKS - ONE-PAGE INSTRUCTIONS

This Adobe PDF document is provided by The TLT Group, A Non-Profit Organization

Page 1: Instructions for Printing 2-Sided Bookmarks; Pages 2 & 3: Sides A & B of bookmark (3 copies per page)

*Congratulations! Since you're reading this document, you have already succeeded in opening it with Adobe Acrobat Reader. Here are some mostly obvious instructions.*

**1. OPTIONAL: Select and print this page for reference** (1st page of 3 page document)

## **2. Prepare and adjust printer**

Try to adjust your printer to center each page of printed material on a sheet of paper. Select the option "auto rotate and center" if that is available from your printer and your version of the Adobe Acrobat Reader.

## **3. Print one test page**

- a. Print one copy of the next page (the 2nd page of 3).
- b. Turn that page over and return it to the printer so that the blank side will receive the next page of printing. Check that the edge that emerged first from the printer will again emerge first.
- c. Print one copy of the last page of this document (the 3rd page of 3) on the blank (reverse) side of your test page.

## **4. Check alignment**

Check that the images printed on the front and back of the test page are aligned properly, so that when the page is sliced to separate the bookmark images on one side, the reverse side images will also be separated appropriately.

*If necessary, adjust printer settings and repeat the previous steps.*

## **5. Print and duplicate**

When you are satisfied with the test page results, print and duplicate as many copies as you need.

## **6. Slice and trim**

Cut off any excess paper at the outer margins and slice each page into three two-sided bookmarks! [Alternative, some templates are set for 4 or 5 bookmarks per page.]

## **7. Distribute your bookmarks happily**

## Title/Description

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**Teaching/Learning Activity  
(& Likely Benefits, Beneficiaries)**

**Technology Application, Activity**

Here's just enough help to begin trying this improvement in learning & teaching. *Usually even better along with brief conversation, Web resources. See Side B.*

Side A

## Title/Description

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**Teaching/Learning Activity  
(& Likely Benefits, Beneficiaries)**

**Technology Application, Activity**

Here's just enough help to begin trying this improvement in learning & teaching. *Usually even better along with brief conversation, Web resources. See Side B.*

Side A

## Title/Description

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**Teaching/Learning Activity  
(& Likely Benefits, Beneficiaries)**

**Technology Application, Activity**

Here's just enough help to begin trying this improvement in learning & teaching. *Usually even better along with brief conversation, Web resources. See Side B.*

Side A

**More ...** Notes, Link(s), Ref(s)

**Contact** (self, other resource person):

Name \_\_\_\_\_

Institution \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

**Date**

**Use, Adapt, Improve, Share**

Please take, adapt, print, duplicate enough of these paper bookmarks to give a few copies *each* to some colleagues to share further.

Editable, printable versions available at:

<http://fise.tltgroup.org/sampleexamples/note-taking-bookmark>

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301 270 8312 [stevegilbert@tltgroup.org](mailto:stevegilbert@tltgroup.org)

**Side B**

**More ...** Notes, Link(s), Ref(s)

**Contact** (self, other resource person):

Name \_\_\_\_\_

Institution \_\_\_\_\_

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**Side B**

**More ...** Notes, Link(s), Ref(s)

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**Side B**