

Since all printers and copiers are different, there may be some issues that come up when printing the devotional. Here are some frequently encountered problems and possible solutions to try. If you continue to have trouble, please reach out to us at [contact@sanctifiedart.org](mailto:contact@sanctifiedart.org) and we will do our best to help.

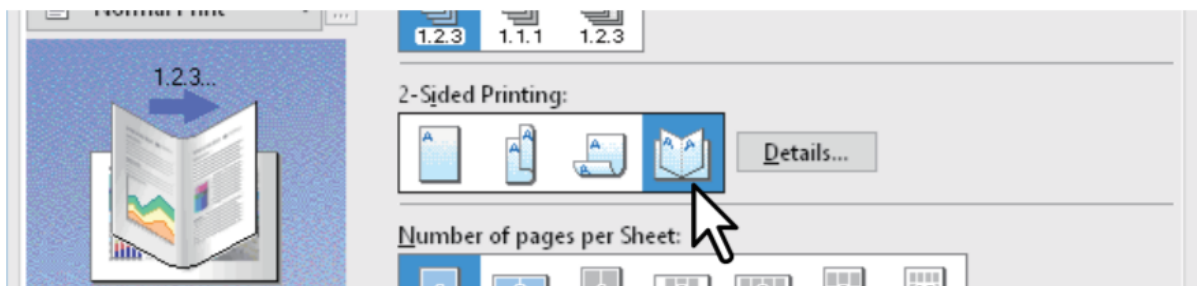
### **I have a copier that will fold and staple, but I need another format.**

If your printer has the capability to create folded, stapled booklets—or if you are using a commercial printing service—it will likely need the single-page file to print the booklets correctly. This version is available on the patron access page for bundle patrons. If you purchased the devotional separately, please email us at [contact@sanctifiedart.org](mailto:contact@sanctifiedart.org) and we will be happy to send you the file you need.

### **The pages are not printing in the correct order.**

First be sure that you're printing the print file rather than the chronological file. One is set up for printing the pages into a folded booklet, and the other is set up to be read on a screen. If you follow the steps outlined in the printing guide for the chronological file, the pages will not be in order once folded and stapled.

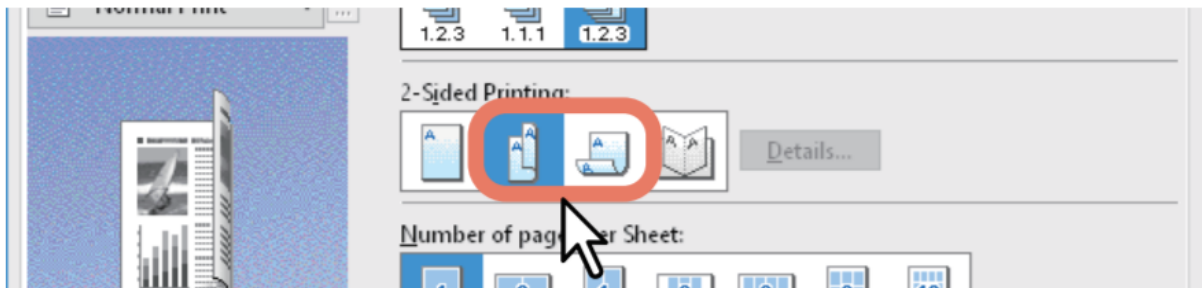
If you're having trouble with the page order when printing the print file and you have a booklet setting on your printer (see below for example), you might try printing the single-page file using the booklet setting so that the printer orders the pages itself. This version is available on the patron access page for bundle patrons. If you purchased the devotional separately, please email us at [contact@sanctifiedart.org](mailto:contact@sanctifiedart.org) and we will be happy to send you the file you need.



### **The pages are printing upside down.**

You'll want to be sure that "head to head" or "flip on short edge" is selected. This option appears in different places when printing from different programs, but is usually with the duplex printing options (see below for example—head to head printing is the icon on the right within the red circle). You might also try selecting "portrait" instead of "landscape"—we can't explain why, but sometimes this counterintuitive approach works.

If you're still having trouble with the page order when printing the print file and you have a booklet setting on your printer (see below for example—booklet printing is the icon to the right of the red circle), you might try printing the single-page file using the booklet setting so that the printer places the pages itself. This version is available on the patron access page for bundle patrons. If you purchased the devotional separately, please email us at [contact@sanctifiedart.org](mailto:contact@sanctifiedart.org) and we will be happy to send you the file you need.



### **I need a large print version of the devotional.**

We have a large print version available of our newer devotionals and study guides. It is set up to be printed as a booklet on 11x17 paper using the booklet settings on your printer. If your printer doesn't have that capability, you can also print the file double-sided on 8.5x11 paper and bind it however you wish (comb binding, folders, binders, staples, coil binding, brads, etc.). For older series that don't have a large print version, you can follow the instructions above with the single page file and select the "fit to page" option in the print dialogue box to enlarge the page size. These versions are available on the patron access page for bundle patrons. If you purchased the devotional separately, please email us at [contact@sanctifiedart.org](mailto:contact@sanctifiedart.org) and we will be happy to send you the file you need.

### **I am printing an A5 booklet on A4 paper.**

We don't currently have international standard size versions of our booklets. However, if you have a booklet setting on your printer or copier, we recommend using the large print version if available (see above) to print A5 sized booklets on A4 paper as the dimensions are closer. You'll want to be sure to select "fit to page" so the printer will automatically resize the document to fit.

### **I would like to send the devotional out electronically.**

If you would like to share the devotional by email, we recommend the chronological file that is set up to be read on tablets or computers. This version is available on the patron access page for bundle patrons. If you purchased the devotional separately, please email us at [contact@sanctifiedart.org](mailto:contact@sanctifiedart.org) and we will be happy to send you the file you need. We appreciate you helping us to protect our resources by sending the file directly to members instead of making it available for public download on your website.

If you would like to send out the devotional in weekly or daily segments, you can use a PDF page splitter such as the free online tools from [Adobe](#) or [I Love PDF](#) to divide the chronological PDF into segments.

### **I cannot use this file with screen readers.**

Many of our patrons have had success with the single page version when using screen readers. This version is available on the patron access page for bundle patrons. If you purchased the devotional separately, please email us at [contact@sanctifiedart.org](mailto:contact@sanctifiedart.org) and we will be happy to send you the file you need. Many screen readers will have trouble with columned text, so please reach out to us at [contact@sanctifiedart.org](mailto:contact@sanctifiedart.org) if you would like screen reader compatible versions of any of the columned content.

### **I need an editable version of the devotional.**

Since our resources are created as PDFs from the beginning, we do not have editable versions of the devotional. You are welcome to create inserts for the booklet with any additional information you would like to include. When adding inserts, please be sure to clarify what content is from Sanctified Art and what has been created specifically by/for your community.

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