

My Ummah Readers Passport Printing Instructions

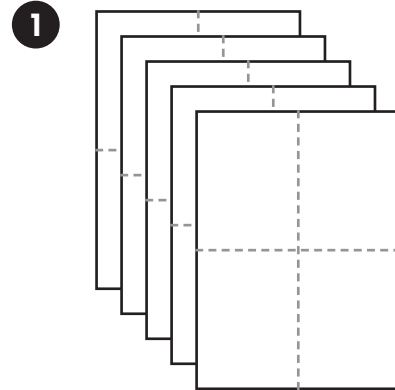
For Simplex Printers:

(printers that print on one side of the paper)

1. Open the file “**URC-Readers-Passport-Fold-and-Glue-Single-Sided.pdf**” and print all 5 sheets, single-sided, at actual size / 100%, portrait orientation on A4 sheets.
2. For each of the 5 sheets:
 - Fold along the horizontal dotted line, folding the bottom half back behind the top half. Fold it so both printed halves face outward and their blank (unprinted) backs meet in the middle.
 - Once folded correctly, both halves read right-side up: the top half is the front, and the bottom half, now flipped into place, is the back.
 - Apply a glue stick to one of the two blank inner surfaces, press the fold together, and flatten it under a heavy book for a minute or two so it bonds evenly.

You now have one card, roughly A5 landscape sized, with a two-page spread printed on the front and a two-page spread on the back, exactly like a printed duplex sheet, just made by hand.

3. Nest the 5 glued cards inside one another, in this order (innermost to outermost): Sheet 5, Sheet 4, Sheet 3, Sheet 2, Sheet 1 (Sheet 1 has the green cover and goes on the outside).
4. Fold the whole nested stack in half along the vertical dotted line. This is the actual spine of the finished booklet. No glue needed for this fold.
5. Staple along that center fold (2–3 staples spaced evenly), or punch holes and tie with ribbon/rings if you don't have a stapler that reaches the spine.



My Ummah Readers Passport

Printing Instructions

For Duplex Printers:

(printers that can print on both sides of the paper)

1. Open the file **“URC-Readers-Passport-Duplex.pdf”**.
2. Turn on two-sided (duplex) printing, set to flip on the short edge. This is the standard setting for landscape booklets. Printer dialogs usually call it “Flip on Short Edge” or “Two-Sided: Short-Edge Binding.”
3. Print sheet 1 only first, as a test. Fold it in half and check that the green cover is on the outside and page 2 follows right after it when you open the fold. If the pages come out reversed or upside-down, switch the duplex setting to Flip on Long Edge and reprint that one sheet before doing the rest.
4. Once the test sheet looks right, print sheets 2–5 the same way.