

# Printing the eBook - Step by Step Guide

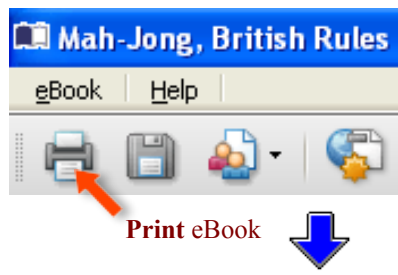
This guide uses illustrations taken from Windows XP, so the Print window may look different on your computer

## Step 1 – Open the eBook

Refer to previous guide if you have any difficulties.

## Step 2 – Click on the printer icon

Clicking on the printer icon gives the **Print** pop-up.



## Step 3 – Print the eBook

The book is **39** pages, so make sure you have enough paper.

- Select **printer**
- ✓ Print **pages 1 - 39**
- ✓ **Reverse** pages
- ✓ Print to **A4** page size
- Do **not** print to file

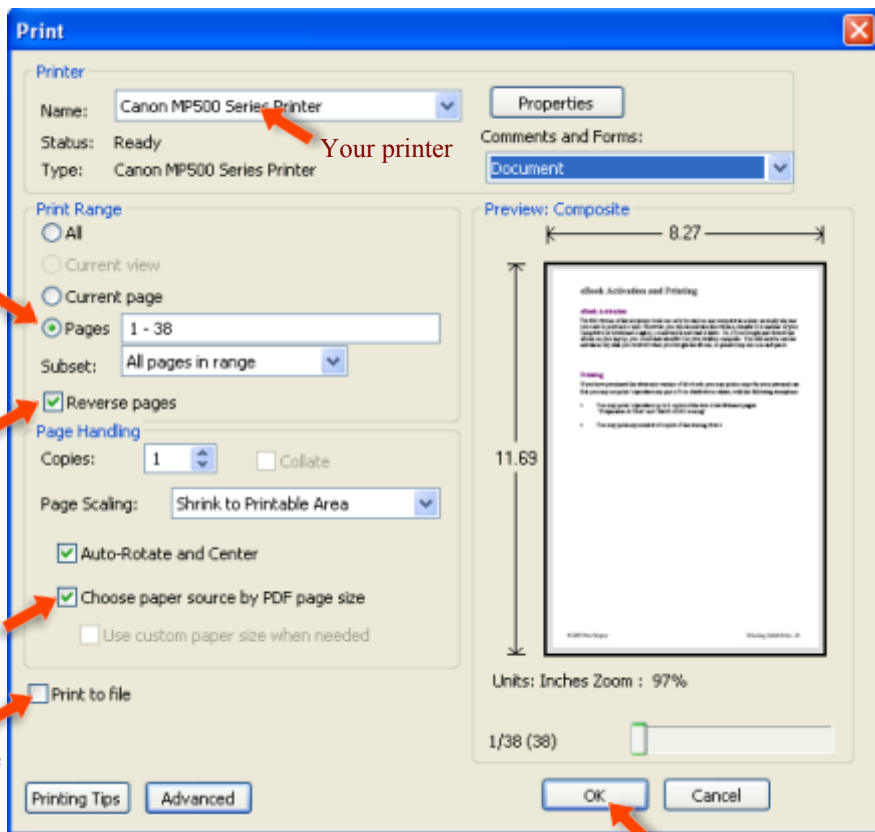
Then click **OK** to print.

Print pages 1 - 39

Reverse pages

Ensure you print to A4 page size

(No tick) Do not print to file



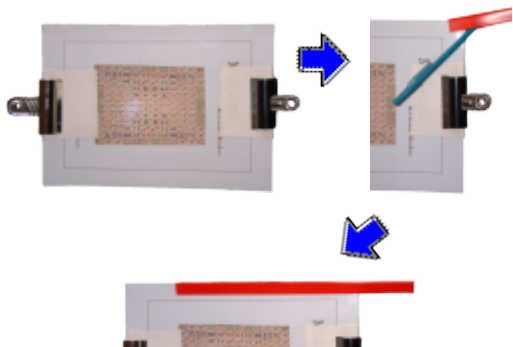
Read the information about distribution and printing on page 38.

Click OK to print

## Step 4 – Binding the book

It's suggested that the best way to bind the book is to use a **spine bar** and **clear PVC report covers**.

Take the pages and add the PVC report covers. Hold them in place with bull-dog clips (clipped over paper to avoid marking the covers), then slide the spine bar on (using a pen to prise it over the sheets).



## Step 5 – Aide-Mémoire

The two pages, “**Preparation & Tiles**” and “**MAH-JONG scoring**”, are best kept for reference while playing the game.

Ideally they should be **printed onto an A4 card** (about 200gsm) and **laminated**. Printing them onto separate sheets and laminating these (back to back) also works well.

Or you could just put them into a clear plastic folder.

## Step 6 – Scoring sheets

The scoring sheets are provided if you do not have tallies or prefer just to keep a record of the scoring. **Print or photocopy one sheet for each playing session.**