

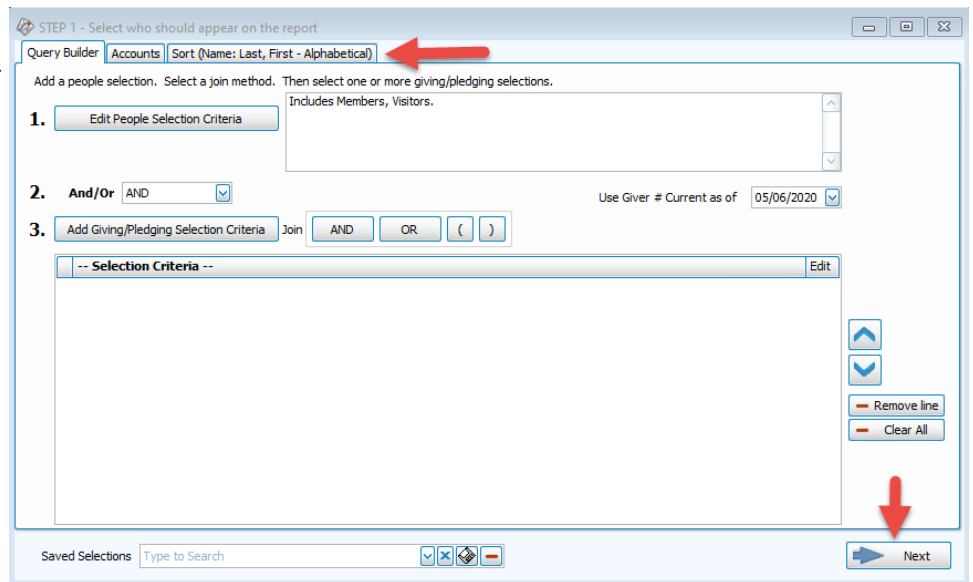
A Booklet Directory is possible if you are printing to a printer or copier that has a Booklet format option. Church Windows has no printer functionality in the program. It relies entirely on the print options on your system.

Go to *Membership>Reports*

**STEP 1 - Select WHO should appear on the report**

Use the *Query Builder* to *Edit People Selection Criteria* and *Add Giving/Pledging Selection Criteria* if you would like additional criteria added to the Directory. Otherwise, by selecting *Directory* (on Step 2), the program will only show those Individuals that have the *Include on Directory* box checked and *Directory/Report Order* filled in.

- *Sort* tab - choose *Name: Last, First - Alphabetical* for an alphabetical sort. Click *Next*.



**STEP 2 - Select the report layout/format**

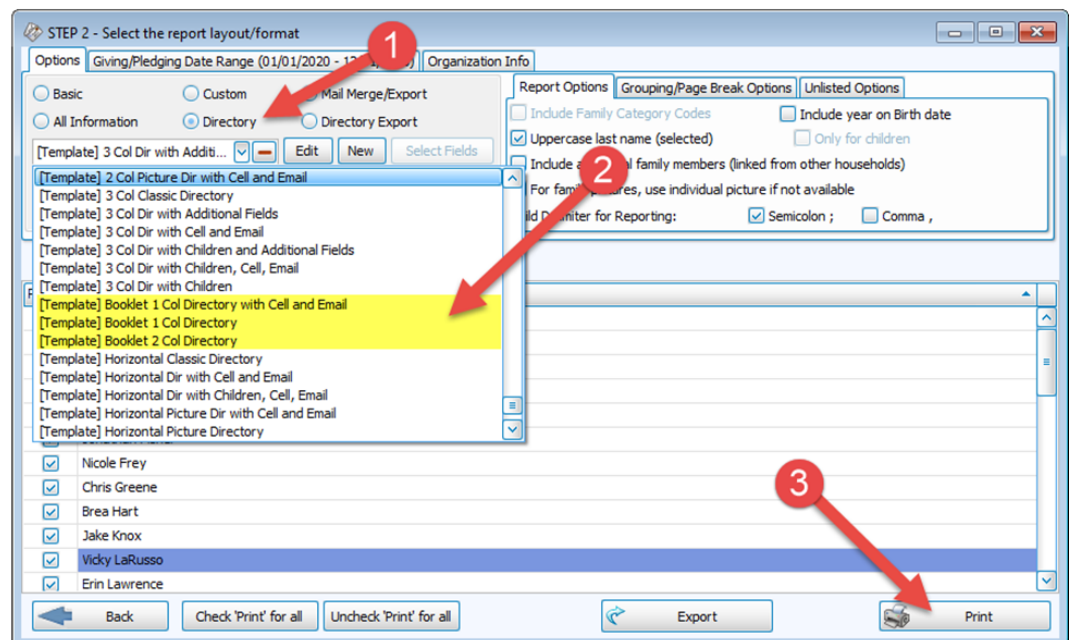
1. *Options* tab - choose *Directory*.

By selecting *Directory*, the program will only show those Individuals that have the *Include on Directory* box checked and *Directory/Report Order* filled in.

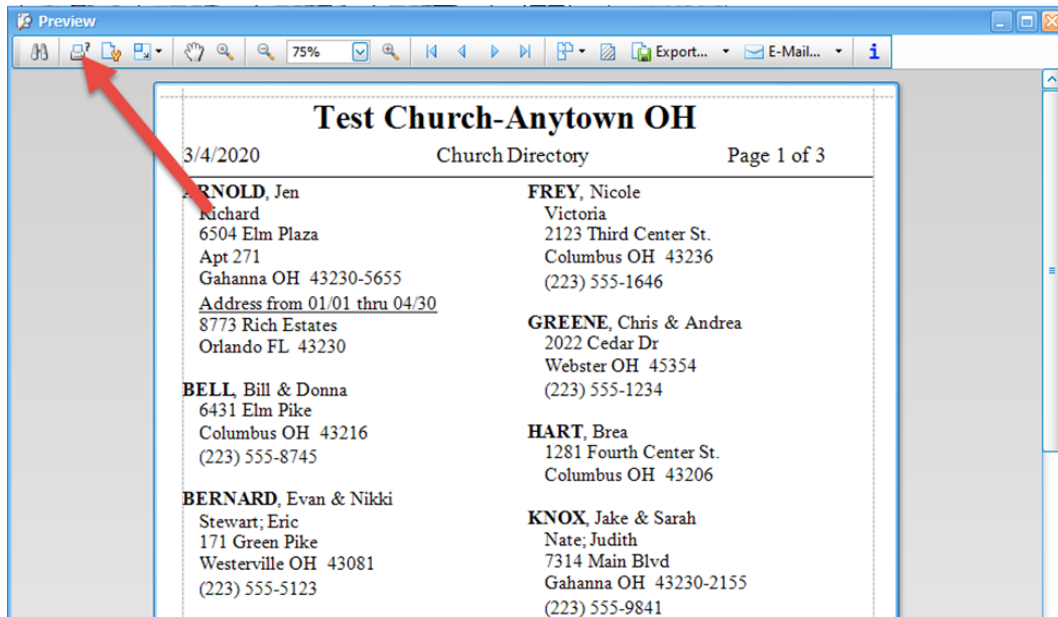
2. Under *Directory*, choose one of the *Booklet* templates.

**Note:** Click the *Edit* tab to change the directory format. [Instructions on Page 2.](#)

3. Click *Print* to show the *Print Preview* and set *Booklet Printing Options*.

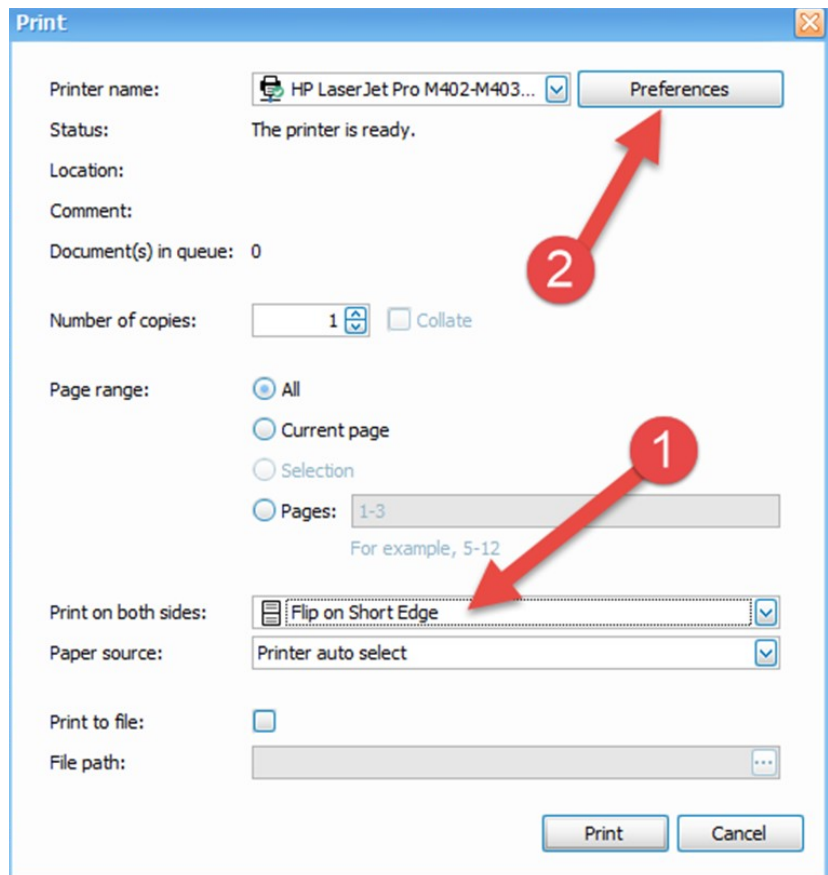


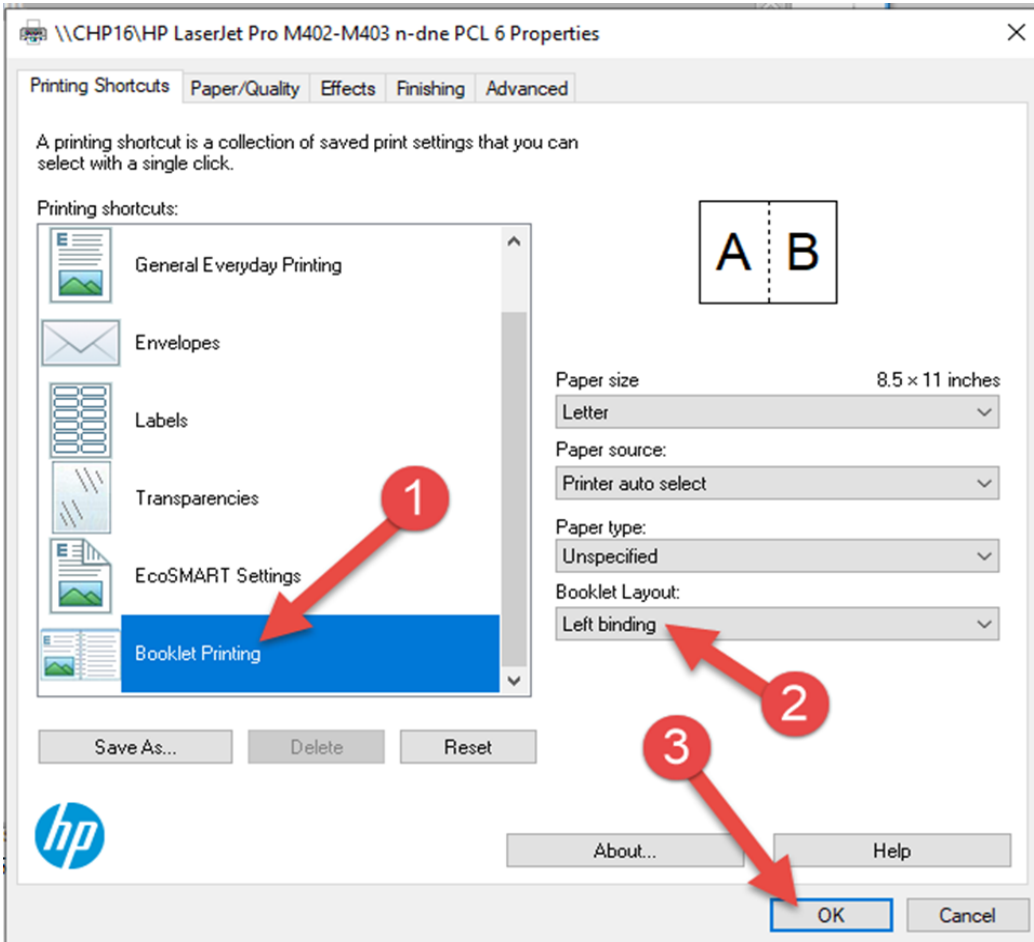
Click on the *Printer* on the *Preview* toolbar.



**An HP printer is used in our example...Features may differ by printer and are not controlled by Church Windows. Your printer must have Booklet Printing available to print properly.**

1. At Print Options, select *Flip on Short Edge* in the Print on Both Sides field.
2. Click the *Preferences* tab.





1. Click *Booklet Printing* in the Printing Shortcut Options.
2. Select *Left Binding* in the Booklet Layout
3. Click the *OK*

Click *Print*.

