

HAND MISSALS: HOW TO

What is available from the site:

- Hand missals are two-part: text and cover. Both parts may be printed in landscape orientation on standard “letter” paper. The cover comes from a separate file for multiple reasons. First, not everyone wants / likes the standard cover found here: <http://www.extraordinaryform.org/handmissals/HandMissalCoverGeneric.pdf>
Second, if your plan is to regularly use / carry the hand missal, you may want to consider printing it on “cardstock” of the 65 – 80 lb variety available in multiple colors. Since you only would have the cover on this thicker paper, it is kept in a separate file. Third, you may want a completely customized cover of your own design. An example (and editable – with Word, Open Office Writer, or Libre Writer – template) may be found here: <http://www.extraordinaryform.org/handmissals/HandMissalCover.odt>

To print a hand missal:

- The missals on the site display with black and red for text, and yellow for highlighting. NOTE: You do not need a color printer to produce an acceptable missal. The yellow turns to a light gray on a black ink or toner printer, and the red text to a charcoal gray.
- Select the link for the kind of missal you want: large print, *Requiem*, etc.
- The .pdf will be downloaded and appear, usually in a separate window, on your device
- Print the .pdf to your printer, specifying that you want landscape orientation, two-sided (duplex) printing, and that you want the pages to turn on their “left” (or “short”) edge
- This should result in 8 – 11 sheets of paper in the printer tray, depending on which missal was chosen.
- If you elect not to have a cover, you may now skip to the section titled “To assemble a hand missal.”

To print a cover:

- Except for “Missal Cover Template,” the other covers on the site are all in .pdf format with a “form field” (within a text box) that may be edited with a document reader (like Acrobat Reader in Windows, or Document Viewer in Linux)
- Select the link for the cover you want
- The .pdf will be downloaded and appear, usually in a separate window, on your device
- If you wish to specify an identifier like your name or your parish name, position the cursor in the form field and key the content you wish (depending upon the cover selected, this form field may be blank or may have some default value which you may override)
- If you are printing to standard letter paper, just print the .pdf to your printer, specifying that you want landscape orientation, two-sided (duplex) printing, and that you want the pages to turn on their “left” (or “short”) edge
- If you are printing to cardstock, I recommend that you do not duplex print and that you manually feed the cardstock once for each side (as one of the print options, you will also need to specify whatever manual feed option is available on your print device). If you can, leave the “back door” of the printer open so that the cardstock is not curled by the printer, but simply ejected out the back side.
- This should result in a single sheet of paper or cardstock on your printer.

To assemble a hand missal:

- If you have a cover, stack it on the top of the text sheets

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- Ideally, spine staple the pile now (before you fold it in half). This can be done most readily with a “long reach” stapler (Swingline makes one for about \$25), but it may be done with any stapler that allows swinging the base out from under the stapling arm, provided you have a hard surface to staple against (floor tile, granite counter top, piece of flat steel). Two staples ($\frac{1}{4}$ ” is long enough for the few sheets involved) are sufficient, each about two inches from the edge at top and bottom.
- If you have neither available, then fold the pile in half and apply pressure to reduce the thickness of the fold as much as you can. Then spine staple it with any stapler – close to the edge, but not so close that the staple cannot get a good bite in the spine.

Caring for the hand missal:

- Since the missal and cover are made of paper products, moisture is an enemy. Consider spraying the cover with a matte finish paper sealer such as Krylon Preserve It Aerosol Spray. This will also protect any color picture you use on a custom cover from abrasion.