HAND MISSALS: HOW TO

What is available from the site:
- Hand missals are two-part: text and cover. Both parts are included in the missal documents and may be printed in landscape orientation on standard "letter" paper. In these missal documents, the cover is the first two actual pages which, when printed in duplex mode, results in one sheet of paper. Since not everyone wants / likes the standard cover that is included with the document, a separate set of editable covers may be found under the topic "Hand Missal Covers" at the bottom of the handmissals.html web page. You will need a word processor such as Word, Open Office Writer, or Libre Writer to edit these cover files.

Recommendation:
- If your plan is to regularly use / carry the hand missal, or, you are producing them for a parish-supplied hand missal, you may want to consider printing the cover on "cardstock" of the 65 – 80 lb variety (available in multiple colors, but white and ivory work best). To do this, you can just print the first two pages of the missal document, or you can print the appropriate editable cover from the separate cover files mentioned above. Also, for parish use, consider editing the following document:

  http://www.extraordinaryform.org/handmissals/HandMissalCoverTemplate.odt

  You can replace the pictures with pictures of / from your own parish, modify the Table of Contents as you wish, and produce a unique cover.

To print a hand missal with its standard cover sheet:
- 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
- If you wish to specify an identifier such as your name or your parish name, position the cursor in the form field on the cover page 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)
- 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 – 13 sheets of paper in the printer tray, depending on which missal was chosen.

To print a cover only:
- Select the link for the cover you want
- The .odt file will be downloaded and you will likely be asked if you want to open it with your word processor or save it. Your choice.
- When you open it, if you wish to specify an identifier like your name or your parish name, position the cursor in the form field on the first page 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 .odt file 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

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- 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.

To assemble a hand missal:
- If you have produced a separate cover and did not specify printing pages 3 – n when you printed the missal, you will need to discard the standard cover sheet before stacking your separate cover on the top of the text sheets
- You can 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 (¼" 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 inevitable abrasion.
- If the weather is bad, consider putting it in a Ziploc bag for travel, along with the Proper sheet for the day's readings.

If you have questions or problems:
    help@extraordinaryform.org