

*Basic eScripture
Publishing
for
Churches*

BY HBC

Thank you for your interest and participation in fulfilling the commandment of our Lord Jesus Christ to publish His Holy Word throughout the world. I'm sure your church will find it exciting and challenging to have a part in the salvation of numerous souls around the globe.

Scripture publishing and distribution has always been, and will continue to be, the “backbone” of HBC. We are pleased and very blessed to announce the concept and release of the “eScriptures” on-line. The eScripture concept was devised to allow like minded Baptist churches all across the globe, with a fervent desire to serve God, to have access to John/Romans, New Testaments, Scriptures and other Bible helps that they can print out on there own desktop printer, or duplicator. It has never before been faster, easier and more efficient to obtain the word of God, for the purposes of leading others to Christ, then it is right now. Anyone with a computer

and printer, along with internet access, can set up and install FREE software that will read the eScripture files and print out copies for distribution. We are certain that you will receive many blessings as you fulfill this much needed area of ministry.

There are some basic instructions for downloading and printing out the eScripture files contained on our web site. This manual is designed as a step-by-step instruction guide. By reading and following these simple steps you will insure yourself a near seamless and practically trouble-free experience. We have worked diligently to “iron out” the problems. However, the system must be proved and reworked over and over as one refines gold toward utter perfection. If you encounter any problems, either with the web site itself or any file downloads, please notify HBC as soon as possible by telephone or email. Problems with eTechnology is anticipated, the sooner we are aware of the problem the sooner we can remedy the situation. We want access to the eScripture files to be as problem free as possible. It is only with the help of

minutes to download. Most of the eScripture and eBooks files are large files so a long transfer rate should be expected.

Although unlikely, if your computer should lock up or “CRASH” during a file transfer you would simply need to reboot your system and start the process all over again.

The eScripture ministry is a very serious part of ministering God’s word to the world by getting the truth of the scriptures into the hands of the lost. Our prayer is that you also take this view and operate this part of ministry as a vital outreach to the world.

Thank you again, and may God richly bless you. In Christ Jesus our Lord.

Historic Baptist Church

www.escriptures.org

our brethren that are using the system that we can effect these changes.

The first thing that you want to do to insure that your system has the maximum memory available for downloading files is to make sure your CACHE MEMORY is empty before logging on to our site. To do this, in Internet Explorer, go to the top control bar on your browser. Click TOOLS and a menu will pull down. move down to INTERNET OPTIONS. On the GENERAL TAB click on DELETE FILES then click OK. Also click on CLEAR HISTORY. Now click OK at the bottom of the dialog box. This will clear your cache and assure you have the maximum available memory to expedite file transfer time.

Now log into our web site and on the left-hand side of your screen you will see the index of pages available. You may browse the site or go directly to the heading in RED

labeled “eScripture Publishing and eSeed-Line Churches”. If you do not have the Adobe Acrobat Reader installed on your computer you will need to go to the page labeled “eSeed-Line Church Participation”. Follow the hot links located on the page to get the FREE Adobe Acrobat Reader. Once the reader is downloaded into your system it must be installed. Locate the directory that this file was downloaded to. Find the INSTALL or SETUP file and click on it. Your computer will install the Adobe Acrobat Reader onto your hard drive. Once this has been setup on your system you are now ready to read the eScripture files on our site. If you already have the reader software setup on your system you can go directly to the page labeled “eScriptures and Publishing”. On this page you will find a link to the eScripture files. Click on the link and you will go to the list of eScripture files. There you can view and print any document.

CONGRATULATIONS!, you have completed your first book.

ANTICIPATED PROBLEMS WITH DOWNLOADS

Some eScripture files may print out with unequal margins. Experimentation is key at this point. Try specifying in your printer dialogue, “Print to Image”. We have noted that certain printers may have to print in this mode to hold the preset margins. Due to the page area that a particular printer may default to your printer may require a larger area for its “Grip-per Margin”. In other words, a certain printer may automatically set its own area in which it does not print. Unless the printer is instructed to print in this area the margins may be reproduced unequally.

If your file transfer rate seems to be taking too long, it is normal for files to take from between several seconds to several

ing. This way both sides of the binding will be stapled at the same distance from the edge. That's it!, Once the book has been assembled and stapled you need to give it to the world.

RECAP:

1. Download and install Adobe Acrobat Reader.
2. Select the eScripture file to open in the reader.
3. Select PRINT from the File menu of the reader program.
4. Indicate in the printer dialogue box which pages to print.
5. After the first side of the pages are printed, turn the paper over to print the reverse side.
6. Print second side of paper.
7. Print cover of book.
8. Fold all signatures to make four printed pages.
9. Place all assembled signatures on saddle stapler.
10. Adjust size guide.
11. Place one staple at each end of binding.

When you have decided which document you will print you must open the document in the reader first. Download times of between several seconds to several minutes are normal depending on the size of the file being loaded off the site. Once the file has completely composed and is visible in the Acrobat window, go to the control bar on the top of the reader and click FILE then go down the menu and click on PRINT.

Some printers have the capability of printing documents in “Book Style”. If your printer has this capability you should use this feature to expedite printing time. If you are uncertain if your printer has this capability when you click PRINT your printer dialog box will appear. Search around for this feature. If you find something like “Book Style” indicate that you wish the document to be printed out this way. If you cannot find this feature in the printer dialog chances are

your printer does not have this capability. In order to print in the proper sequence you will need to indicate that you want all the ODD page numbers to be printed first. When that is completed you will reinsert the paper so as to print the reverse side. This time indicating you want all the EVEN page numbers to print.

When printing is completed you are ready to print the cover. The cover to each individual document is in its own file. Find the file name similar to the eScripture or eBook file name but with the word COVER added before the .pdf. For example, the John/Romans eScripture file is labeled **JR_KJV_8.5x5.5.pdf**. The cover file is labeled **JR_KJV_8.5x5.5_COVER.pdf**. Choose the file to open it in the reader. Follow the same procedure as before to print except that you will not have to print ODD and EVEN pages or indicate BOOK STYLE printing (Note: Cover files are only

one page). Now that the cover is printed you will begin to assemble the book.

Each sheet of 8.5x5.5 paper, that is printed on both sides, is now called a “Signature.” Each signature must be folded down the center to create two equal sheets. Each folded signature will be Four printed pages. If you are right handed it is best to hold the unfolded signature upside down with the larger page number on your right hand side. Hold the signature down with your left hand and with your right hand bring the edge of the paper to the left edge. Make sure it is aligned properly. Complete the crease with your right hand. After all pages are folded they must be compiled in the proper order. Make sure all page numbers are in proper sequence. Once all the pages are assembled and the cover is positioned you are ready to staple. Place the finished book on the saddle and adjust the edge guides according to the markings on the bind-