

Instructions for printing the *Nieland Family Tree* book online at Kinkos

The book layout is designed to be double sided printed and bound on the left edge. We suggest that you print and bind the book at Kinkos or at your local copy shop. Printing at Kinkos costs about \$30 for a black and white bound book with cardstock covers. Printing in color costs significantly more.

Follow these instructions to print the Stammbaum book online. Comb binding or coil binding work best.

1. Download and save the file to your hard drive
2. Go to Kinkos *Print Online* page: <https://www.fedex.com/us/office/copyprint/online/print/packages/>
3. Choose *Manuals*
4. Choose *Saver*
5. Upload you file, click *Continue*
6. Print Options:
 - Copies: Specify number
 - Collated
 - Double Sided
 - Black and White (or color, which is more expensive)
 - Paper category: Standard
 - Paper type: Laser Standard White
7. Bind staple & more
 - Binding and Stapling: Select preference. Comb or coil work best
 - Cover type — Cardstock, color natural, both front and back
 - Cutting: none
 - Hole: none
 - Folding: none
8. Tabs and Inserts
 - Insert tabs before *Family Tree* section and *Index of Individuals* section
9. Save and continue
10. Preview book
11. Check out.