

The following are two suggested ways to print this booklet. Due to the wide array of printers, please consult your printer documentation if you have trouble.

If you have a printer that prints 2-Sided Automatically:

- 1) Open PDF Document
- 2) From the File menu, select Print
- 3) In the Print dialog box make sure to check the box “Print on Both sides of paper”
- 4) It will then give you another option, select “Flip on Short Edge of Paper”
- 5) Click Print Button
- 6) Fold the Document into a book

If you have a printer that does not print 2-Sided Automatically:

- 1) Open PDF Document
- 2) From the File menu, select Print
- 3) Under the more options, tell it to print “Even Pages Only” and select the “Reverse Pages” checkbox.
- 4) Click the Print Button
- 5) After that finishes printing, take the output pages and insert them back in the paper tray, don’t flip them.
- 6) This time Print “Odd Pages Only” and uncheck the “Reverse” checkbox.
- 7) Click Print Button
- 8) Fold the Document into a book