

Printing instructions.

To print double sided:

From Adobe Reader:

Click <Print> to go to the print dialog box

Under "Print Range" Click on the drop down menu where the default choice is listed as "All pages in range" and select "Odd pages only"

Click <OK>

When printing has finished, put the sheets back in the printer feeder

Click <Print> to go to the print dialog box

Tick the box called "Reverse pages" – DO NOT FAIL TO DO THIS

Under "Print Range" Click on the drop down menu where the default choice is listed as "All pages in range" and select "Even pages only"

Click <OK>

It is designed to be printed front and back of the pages so the right & left margins are mirrored. The extra space on the inside is to compensate for punching for a 4-ring, A-4 binder.

DO NOT TRY TO PRINT THE EVEN PAGES FIRST OR THE PAGES WILL BE OUT OF ORDER WHEN YOU FINISH.