

## **Printing Instructions for Member Manual**

The Member Manual file needs to be printed so it can be folded into a booklet, finished size, folded, is 4.25" x 5.5", and ideally, stapled in the gutter to bind it.

If your printer has automatic duplex printing, choose "flip on short side," and print with landscape orientation. Keep pages stacked as they come off the printer and fold in half as booklet. The worksheet for tracking your progress will be the middle page in the booklet. The worksheet also is included as a fillable pdf file to use on your computer.

If your printer does not automatically print double-sided files, you will need to know the details for your printer. Print odd number pages, landscape. Re-insert pages per instructions for your printer and print even number pages. Fold into booklet, as above.