



Booklet Printing Instructions.

1. Open the downloaded PDF file using Adobe Reader (or any other PDF viewer)
2. Open the Print menu.
3. Instruct your printer to print only the **odd** pages.
4. Take the printed pages and reinsert them into the paper tray. (Ensure that the printed side is face up/down and orientated as required by your printer.)
5. Instruct your printer to print only the **even** pages. (If necessary, print the pages in reverse order so that page 2 is printed on the rear of page 1, etc)
6. Fold the 4 pages in half to form a booklet.