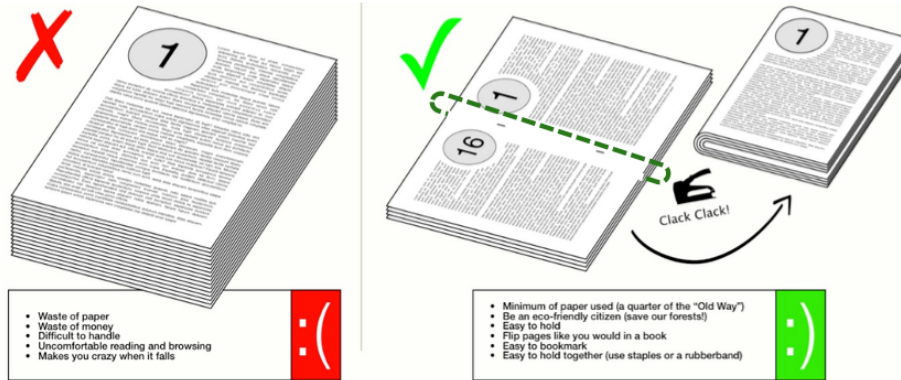


How to print this booklet-style document without losing your mind:

“WHAT ON EARTH DID YOU SEND ME?!?!?!?!”

This is a duplex-print booklet. It will come out of your printer in a pre-collated stack, ready to fold in the middle like a book.



Don't push print until you read this first—and if you're in doubt, give me a call so you don't waste your paper!

STEP ONE:

Open the PDF document and choose your software's "Print" command.

STEP TWO:

You must select two options in order to print this file as it appears above:

- 1) "Print on both sides" or "Print Two-sided"
- 2) "Flip on short edge" or "Short-edge binding"

STEP THREE:

Make sure your printer isn't arranged in a way that the pages might fly off the machine or otherwise end up shuffled on the floor (*Trust me, I've learned this one the hard way.* 😊)

STEP FOUR:

Fold the whole stack in half as shown in the picture above. You may want to fold a few pages at a time to make the fold solid, but be careful not to shuffle the pages.

STEP FIVE:

If, like most people, you don't have a fancy stapler, just stretch a large rubber band around the center of the stack, like the dotted green line in the picture.

