

TO PRINT THE 2004 SUMMER TRAINING MANUAL IN A FLIP FORMAT

READ ALL OF THESE INSTRUCTIONS CAREFULLY AND COMPLETELY BEFORE STARTING TO PRINT. TO OBTAIN THE DESIRED DOCUMENT MAY TAKE SOME EXPERIMENTATION WITH YOUR PRINTER.

Step 1: Load your printer with at least 31 sheets of white 8.5"x11"paper.

Step 2: Open the .pdf file labeled "Even Pages" attached to this email by double clicking on the icon.

Step 3:

A. Use your computer mouse to click on "File" on the Adobe Acrobat menu bar. A drop down menu should appear.

B. Click on the word "Print" in this drop down menu. The "Print" dialog box should appear.

C. In the "Print" dialog box click on the button labeled "Properties". The "Document Properties" dialog box should appear.

D. Click the "Layout" tab of the "Document Properties" dialog box if not already selected. Under this tab in the section labeled "Orientation" point the cursor on the circle beside the word "Portrait" and click which should fill that circle with a black dot. **Depending on your printer** you **may** have to adjust the "Page Order" section by pointing the cursor on the circle beside the words "Back to front" and clicking which should fill that circle with a black dot. Click on "OK" to set the changes you have made. The "Print" dialog box should reappear. Click on the "OK" button in the print dialog box. After a delay your printer should start printing 31 sheets.

Step 4: Before removing the 31 sheet printed stack of paper from the finished bin of your printer **note where the top of the printed page is** on the sheets. This is important in loading the 31 sheet stack for the printing on the blank sides of the sheets.

Step 5: Remove the 31 printed sheets.

Step 6: Load the 31 sheet stack of printed paper in your printer so that:

A. The blank side will be printed on during this pass

AND

B. The top of the pages to be printed will be printed along the edges of the sheets that have the bottoms of the pages that were printed on the first pass. At

the end of this pass you want the tops of the odd sides of each sheet and the bottoms of the even sides of each sheet to be along the same edge.

Step 7: Open the .pdf file labeled “Odd Pages” attached to this email by double clicking on its icon.

Step 8:

A. Use your computer mouse to click on “File” on the Adobe Acrobat menu bar. A drop down menu should appear.

B. Click on the word “Print” in this drop down menu. The “Print” dialog box should appear.

C. In the “Print” dialog box click on the button labeled “Properties”. The “Document Properties” dialog box should appear.

D. Click the “Layout” tab of the “Document Properties” dialog box if not already selected. Under this tab in the section labeled “Orientation” point the cursor on the circle beside the word “Portrait” and click which should fill that circle with a black dot. **Depending on your printer** you **may** have to adjust the “Page Order” section by pointing the cursor on the circle beside the words “Back to front” and clicking which should fill that circle with a black dot. Click on “OK” to set the changes you have made. The “Print” dialog box should reappear. Click on the “OK” button in the print dialog box. After a delay your printer should start printing on the blank side of the 31 sheets.

Step 9: Remove the 31 printed sheets.

Step 10: Using a paper cutter, cut the stack of sheets in half along the 8.5” axis (marked by a line between the cover page and page ii.).

Step 11: Place the resultant stack with the cover page on top on the left and the stack with page A-6 on top on the right.

Step 12: Put the left stack on top of the right stack. You now have one stack of half sheets.

Step 12: Using a heavy duty stapler, **bind the resulting stack at the top of the cover sheet** using a minimum of two staples. You now have a 2004 Summer Training Handbook.