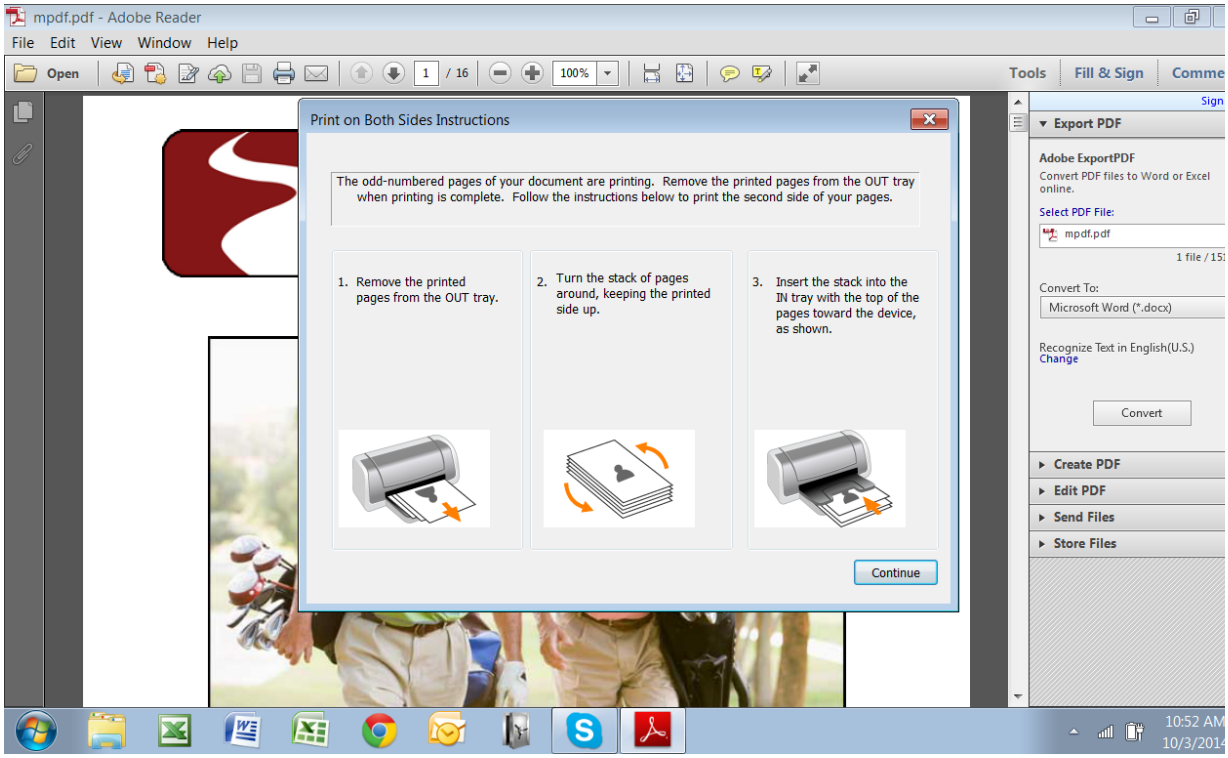
TWO METHODS OF PRINTING THE BOOKLET

WINDOWS 7 OPERATING SYSTEM

(Each printer could be different)

A. HOW TO PRINT THE BOOKLET ON TWO SIDED LETTER SIZE PAPER WITH AN HP PHOTOSMART C6180 PRINTER

1. **Download the booklet from the web site to your hard drive and then open the file up.**
2. **Click on print.**
3. **Set up your printer as follows:**
   a. **Click on Properties and select "Two-sided (Duplex) Printing"**
   b. **Click on "Size".**
   c. **Put a check mark in "Fit"**
   d. **Put a check mark in "print on both sides of paper" and "Flip on long edge".**
   e. **Makes sure the Orientation is set to "Portrait".**
   f. **Now click on Print and it should print 8 pages.**
   g. **You should now see a screen pop up and tell you to (see screen print below:**
      1. **Remove the printed pages from the OUT tray.**
      2. **Turn the printed pages end for end, insert the paper stack into the top of the paper tray, printed side up.**
      3. **Click on continue to print.**



OR

B. HOW TO PRINT THE BOOKLET (Booklet Style) WITH AN HP PHOTOSMART C6180 PRINTER ON A WINDOWS 7 OPERATING SYSTEM.

1. **Download the booklet from the web site to your hard drive and then open the file up.**
2. **Click on print.**
3. **Set up your printer as follows:**
   - **A. Click on Properties and select "Two-sided (Duplex) Printing"**
   - **B. Click on "Booklet".**
   - **C. Make sure the Booklet subset is set on "Both sides".**

D. Make sure the Binding is set on “Left”.

E. Makes sure the Orientation is set to “Landscape”.

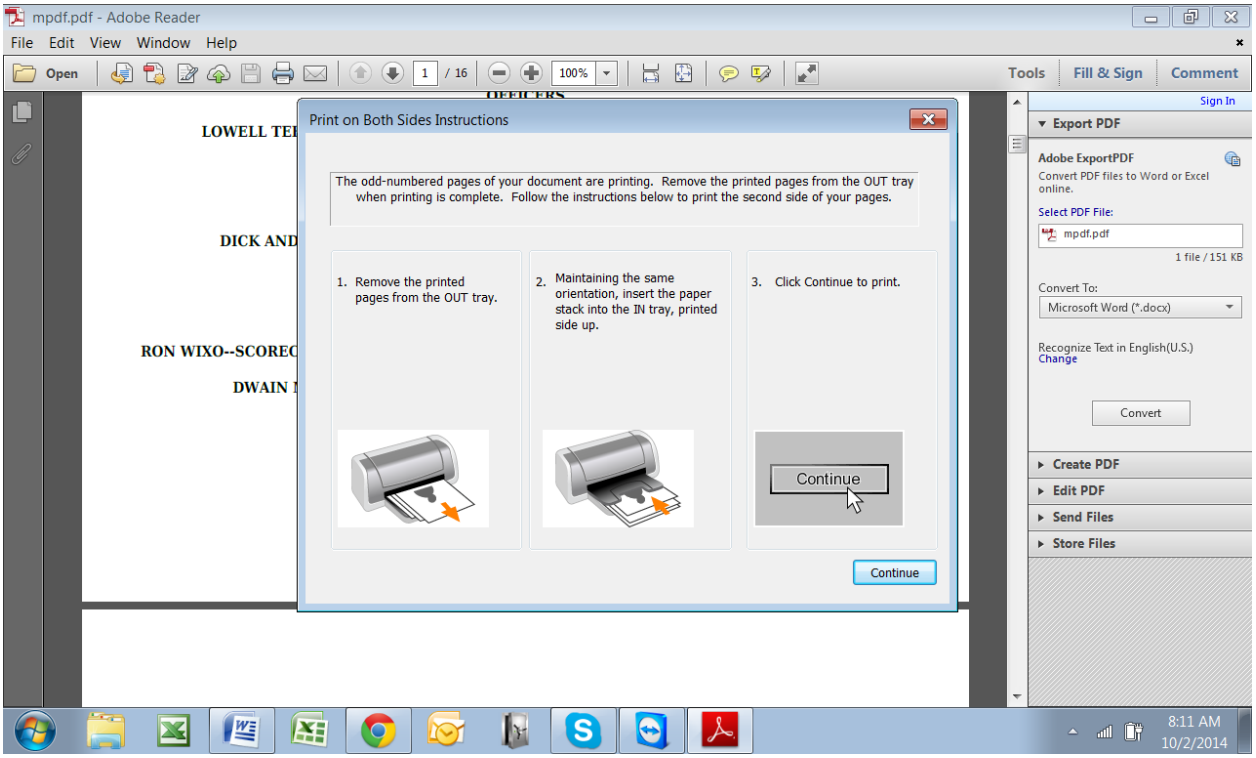
F. Now click on Print and it should print 5 pages.

G. You should now see a screen pop up and that tells you to (see below):

H. Remove the printed pages from the OUT tray.

I. Maintaining the same orientation, insert the paper stack into the top of the paper tray, printed side up. (Do not turn the paper at all)

J. Click on continue to print.

K. Staple the four sheets in the center at the top and bottom

L. You may need a long nose stapler to do a good job.