

SGA Pocket Guide Printing Instructions

Please see the attached PDFs and follow the instructions below:

- 1) Open the booklet's inside pages from the PDF titled "CMTF_PocketGuide_INSIDE_Print"
- 2) Print on Letter size paper or larger, but ensure you're printing 2-sided (long edge binding) at actual size in the portrait orientation - do not print "fit to page". Adjust preferences in your printer settings.
- 3) Keep order of pages as-is and fold in half
- 4) With the inside pages still folded, trim off the top, bottom and edge based on the marks on the page.
- 5) Open the Booklet's roll-out cover from the PDF titled "CMTF_PocketGuide_COVER_Print"
- 6) Print on Legal size paper or larger, but ensure you're printing 2-sided (short edge binding). Again, do not print "fit to page".
- 7) Fold in the 2 roll-out panels on the cover based on the marking on the page - 3 folds in total
- 8) Trim the cover down to size based on the marking on the page
- 9) Attached the cover to the inside pages by stapling them together along the spine