

Printing and Folding Instructions School Health Basics 2011-2012

The English School Health Basics is in a new format. The Spanish brochure is still in the traditional format and can be printed on 8.5 X 11" paper (double sided – flip on short edge). If you are printing the English brochure, follow these steps.

1. On print setup choose legal size paper (8.5 X 14").
2. On print setup under Properties, choose *Flip on Short Edge* (This will print double sided on the short edge of the paper for printers capable of double sided printing).
3. Fold printed paper in half lengthwise so the section *School Health Staff* is on top.
4. Fold again so the *School Health Basics* is on top.