

## Action For Life – Printing Guide

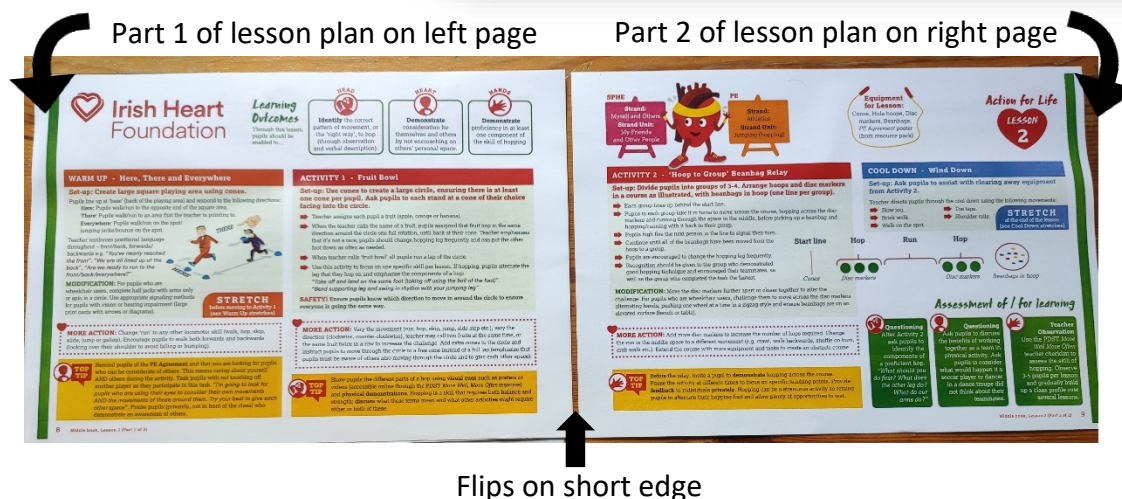
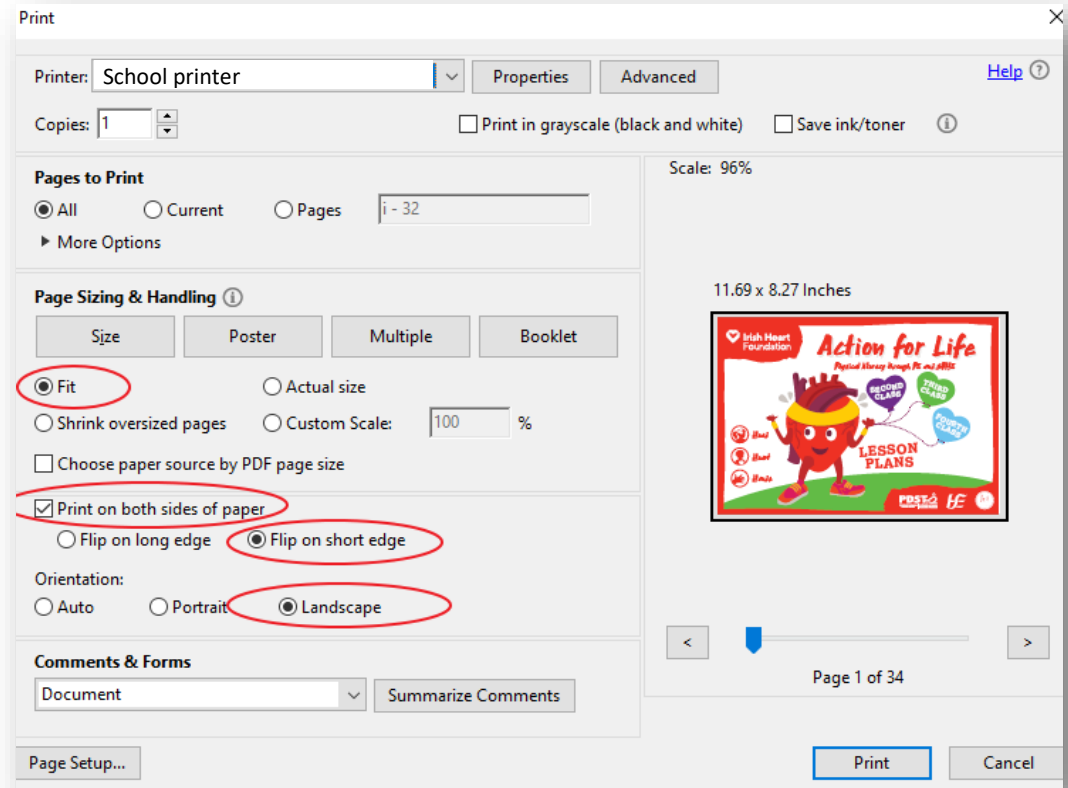
**Step 1:** Ensure you are using the print friendly version (this version has each lesson plan on 2 separate pages and 'PRINT' in the title).

**Step 2:** In your printing options, select colour printing and click on 'Fit' for page size.

**Step 3:** Choose 'Print on both sides of the paper' and 'Flip on short edge'. For Orientation, select 'Landscape'. This will ensure that your lesson plans can be viewed with one part on the left page and the other on the right page (see image below)

- (a) To print the full book (including Resource Pack): Print all pages.
- (b) To print just the main lesson content, print to page 22. You can then print and prepare resources from the Resource Pack as needed.

**Step 4:** If you have access to a binding machine, bind the booklet using a comb, or staple together using strong staples along the short edge.



Flips on short edge