



How TO PRINT *my inserts?*

You receive printable insert with crop marks (cut lines) to assist in trimming down pages to appropriate size. All you need to do is print it double-sided, cut it and fold all pages in half like this.



Q: How do I open a .zip file?

A: You can use an extraction program to unzip or open your files (for example, WinZip or StuffIt Expander)

Q: How do I open a PDF file?

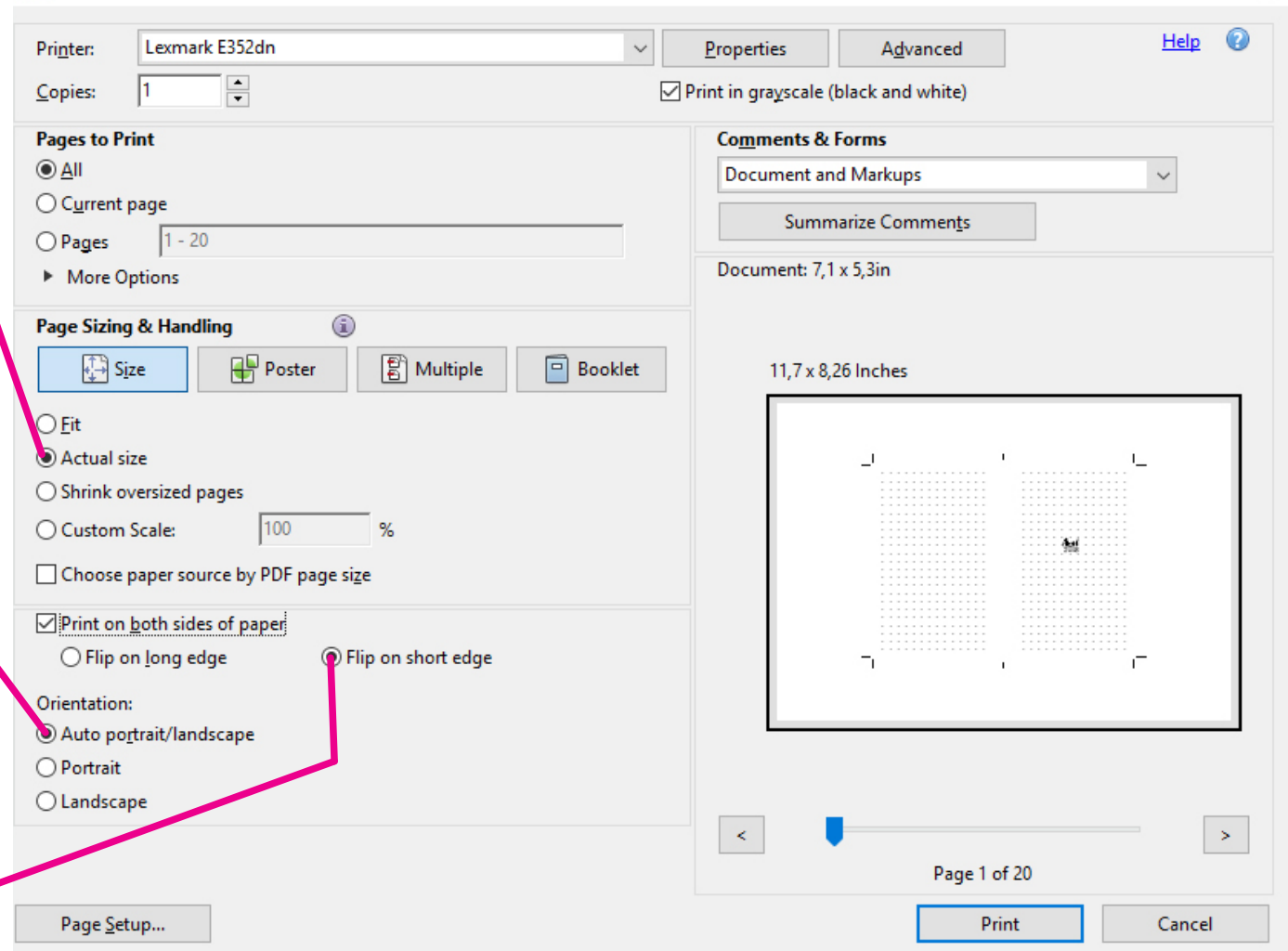
A: Files can be printed out using PDF reader program.
I recommend **Adobe Acrobat Reader** (you can download it for free at <http://www.adobe.com/>)

If you have a DUPLEX PRINTER

O1 Please choose “Actual Size” or “Scaled to 100%”

O2 “auto-portrait/landscape” orientation

O3 “print on both sides of paper, flip on SHORT edge”



If it's your first time...

It's a good idea to print only **4 PAGES AT THE FIRST TIME** - If the monthly calendar will be OK (after folding all the pages in half), you printed it correctly. Every printer is different. You should get to know your printer first.

If you don't have a duplex printer and you have to RE-INSERT PAGES MANUALLY

O1

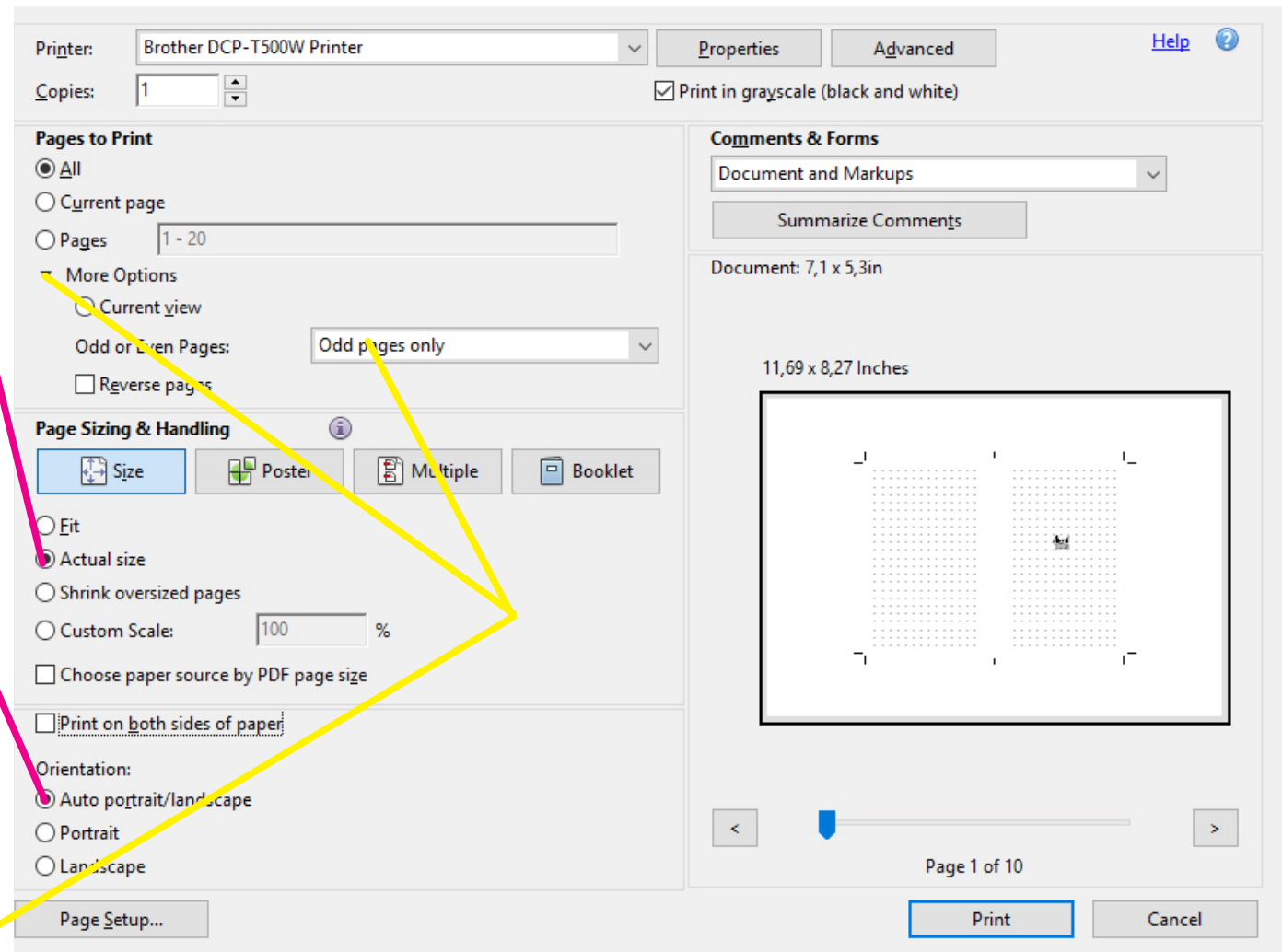
Please choose “Actual Size” or “Scaled to 100%”

O2

“auto-portrait/landscape” orientation

O3

print **ODD pages only first** by clicking this option under the ‘Pages to Print’ section, then **re-insert pages manually** and print **EVEN pages on the back**.



If it's your first time...

It's a good idea to print only **4 PAGES AT THE FIRST TIME** - If the monthly calendar will be OK (after folding all the pages in half), you printed it correctly. Every printer is different. You should get to know your printer first.

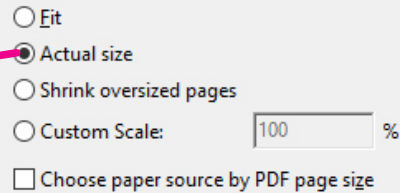
If you don't have a duplex printer and you have to RE-INSERT PAGES MANUALLY

The monthly calendar is in the wrong order?

Your printer is cruel... But don't give up.
If you printed your first 4 pages, everything is OK but monthly calendar is in the wrong order (after folding all the pages in half), you should try re-insert pages in a different way or try this configuration:

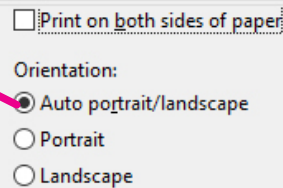
O1

Please choose "Actual Size" or "Scaled to 100%"



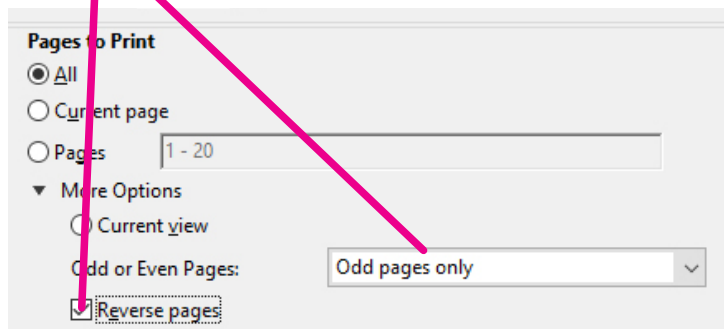
O2

"auto-landscape/landscape" orientation



O3

print **ODD pages first + reverse pages** by clicking this option under the 'Pages to Print' section, then **re-insert pages manually**



O4

and print **EVEN pages on the back** (DO NOT click reverse pages!)

