

### Med Cards and Parent Cards:

Print on 8.5x11 white cardstock.

Cut each card along border to appropriate size.

### Take Home Brochure:

Print double-sided on legal size paper.

Trim along edge of header to appropriate size and fold in thirds, so that cover is on top and side effects page is on the back cover.

### Parent Booklet:

With pdf open in Adobe Reader, click file and print.

In the print menu, in the grey box labeled “Page Handling,” click the drop down arrow next to “Page Scaling.”

Select “Booklet Printing.”

A new set of options should appear below this field.

If you have access to a printer that will print double-sided documents, “Booklet subset” should be set to “Both sides.”

If you can only print single-sided documents, select “Front side only” to print the first set of pages, and then placing these pages back in the printer tray, print again selecting “Back side only.”

The “Binding” field should be set to “Left.” Click OK.

Once you have all of the booklet pages printed, check that all pages are in order and make a crease down the middle of the pages.

Staple the pages together at this crease to create the binding.