*DIRECTIONS FOR PRINTING NEW MEMBER GUIDEBOOK*

*Your New Member Guidebook* is provided in Word format for printing letter size paper. It is designed with a cover page and 2 inside pages. Once downloaded you can type in names of officers, etc. When you are ready to print the Guidebook, follow these instruction:

You will need 3 sheets of paper.

First sheet of paper.

Click on Guidebook – Outside Cover and print

Turn page over and click on Guidebook – Inside cover and print.

Second sheet of paper.

Click on Guidebook – page 1 – side 1

Turn page over and click on Guidebook – page 1 side 2

Third sheet of paper.

Click on Guidebook – page 2 – side 1

Turn page over and click on Guidebook – page 2 side 2

To assemble correctly, place outside cover sheet with the outside cover face down.

The page 1 sheet will then be placed on the cover sheet page 1 side 2 facing down.

The page 2 sheet will then be placed on the page 1 sheet with page 2 –side 2 facing down. You should now have 3 sheets of paper in one pile. Fold over and you have your pamphlet. If you download these pages to your computer before printing, you can then fill in the spaces that need information by typing them in and THEN print in the correct order.