Instructions for Printing
• Print Range: All.
• Page Scaling: None.
• Click Auto-Rotate and Center

Properties/Finishing
• Orientation: Landscape.
• Document Options: Print on both Sides.

Instructions for Cutting and Folding
• Cut along vertical lines (nos. 1 and 2 only).
• Fold parallel along fold marks in zig-zag/accordion manner. Use the fold marks of the following numbers as guides (nos. 3, 4, 5, and 6).
• Keep booklet folded and cut to end format (scissors).