

# Printing & Assembly

## Print the Booklet:

- Step 1. In the print dialog box, make sure **Page Scaling** is set to **'None'**.
- Step 2. Choose **Two-sided Printing Settings** and select **'Short-Edge binding'**.
- Step 3. Print all pages.

## Assemble the Booklet:

- Step 1. Remove the stack of pages from your printer. They will be arranged in the correct order.
- Step 2. Flip the stack so that pages **'8'** and **'9'** are facing you. Fold the stack in half.
- Step 3. Staple the spine, about 2 inches from the top and bottom edges.

