

1. Print "CSI-WaterQualityReportCard-FormattedToPrintAsBooklet" file using the following settings:



Double-sided ("flip over" or equivalent setting that results in both sides of each page sharing the same top edge)

* Check print settings to be sure that pages will print at actual size and NOT be scaled to fit the printable area.

2. Cut stack of double-sided printouts in half lengthwise (5.5 inches down the 11 inch height)



3. Place the top stack on top of the bottom stack (the Water Quality Report Card title page should be on the right hand side of the top sheet of the stack).



4. Fold the entire resulting stack of sheets in half lengthwise and *Voila!* you should now have a booklet with the pages in the proper order.

fold line

