

Instructions for making the PDF into a booklet:

You will need a printer and copy machine.

1. Save PDF to your computer and open file.
2. Print.
3. Separate printed document into two piles:
 - a. First 7 pages ('empower' through and including 'family documents')
 - b. Second 7 pages (beginning with 'tools and supplies')
4. On copy machine, put first 7 pages face down in manual paper-feed tray (so bottoms of pages feed first).
5. Hit 'copy'.
6. Remove copied pages from machine and fold in half (should look like a booklet with pages in numerical order).
7. Throw remaining originals (that went through document feeder) in the garbage.