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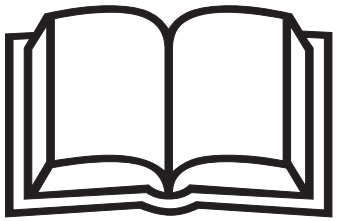
PAGE ONE

Set you printer to duplex (print on both sides). Then print this document. After one side prints, put the printed paper back in the printer to print the other side. Remember exactly how you put the paper in (which way the paper was facing, etc.). After the second side prints, fold the paper in half so it looks like a book, with Page One facing out. Now open the paper like a book. Page Two should be on the left side of the inside, Page Three on the right side of the inside, and Page Four should be on the back. All of the pages should face right side up at the same time. If it did not turn out right, try again by printing another copy of this document. When it is time to reinsert the paper for printing the other side, put it in differently from the first time. Keep experimenting until the document prints correctly. Remember the procedure you used. Use this procedure to print our booklets, and they should print properly. When they print properly, you should be able to fold them and read them like a book.



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Page Two