

To Print Your Compact Size Planner Calendar:

You will need:

- . Computer and Printer
- . 7 sheets of 8 1/2 X 11 paper
- . Paper cutter or scissors to cut sheets in half
- . Hole punch (optional)
- . Adobe Reader (If you do not have Adobe Reader, you can download it for free at get.adobe.com/reader)

****Note that there are different printing instructions for front and rear loading printers.*

You will be printing on both sides of the paper.

- Click on PRINT
- Make sure the PAGE SCALING is off
- In the PRINT RANGE section, choose to **ONLY** print pages **1-7**.
- Print out these pages.

For FRONT LOADING PRINTERS (laser printers)

- **Without changing the orientation** of the paper, remove sheets of paper from the out bin and insert the paper stack back into the paper tray.
- Now choose to print **ONLY pages 8-14**. Print.

For REAR LOADING PRINTERS (inkjet printers)

- Remove the sheets from the out bin. **Flip over AND flip around** and place back into the paper feed.
- Now choose to print **ONLY pages 8-14**, and click **REVERSE ORDER!**
- Cut the pages along bottom of calendar 4.25 inches from the bottom.

BINDING OPTIONS

Calendars can be placed in a binder or bound using the methods below.

If you are placing the calendar in a **BINDER** follow the instruction below.

- With the month of JULY showing on the top and to the right, simply cut pages in half, preferably with a paper cutter.
- Fold the two stacks of paper together like a booklet (cut edges together)
- The title page should now be on top.
- Now punch the holes in your planner calendar on the left side of pages.

If you are binding the calendar with the sewing machine or hand stitching, do not cut the calendar in half. Sew down the center and fold in half. Go to my website for a detail tutorial. youmakeitsimple.com

If you have any questions, or problems down loading or printing your calendar, please don't hesitate to send me a note!

Thanks for your order, Enjoy!