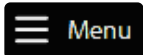
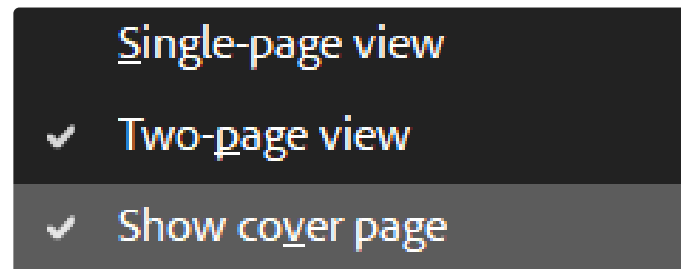


Digital Viewing Instructions




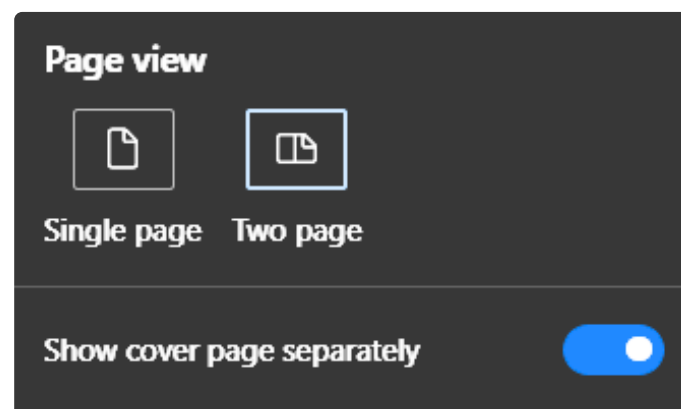
Adobe Acrobat

1. Open PDF in Acrobat
2. Click hamburger **Menu** 
3. Click **View > Page Display > Two Page View**
4. Be sure **Show Cover Page** is also enabled



Microsoft Edge

1. Open PDF in Microsoft Edge
2. Click the page view icon on the top bar 
3. Select the **Two Page** view
4. Toggle **Show cover page separately** on




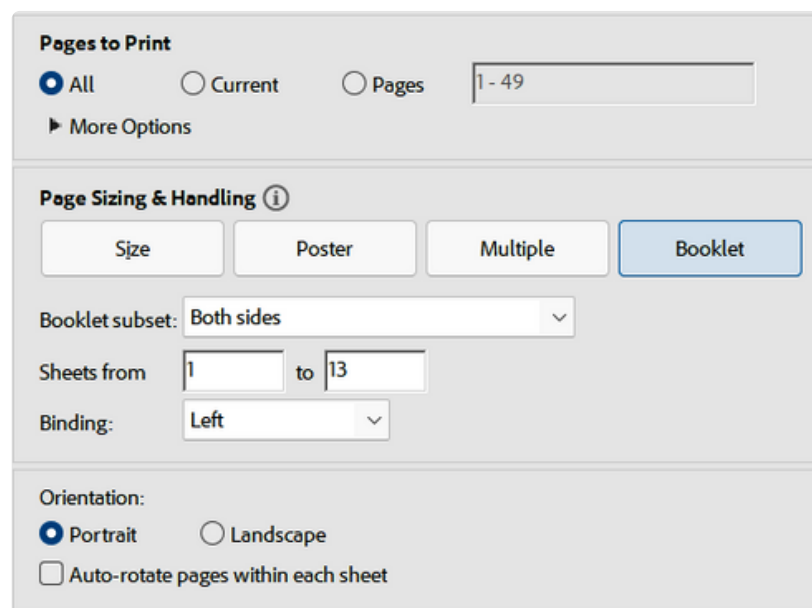
Note: this process applies generally to common PDF readers

Printing Instructions




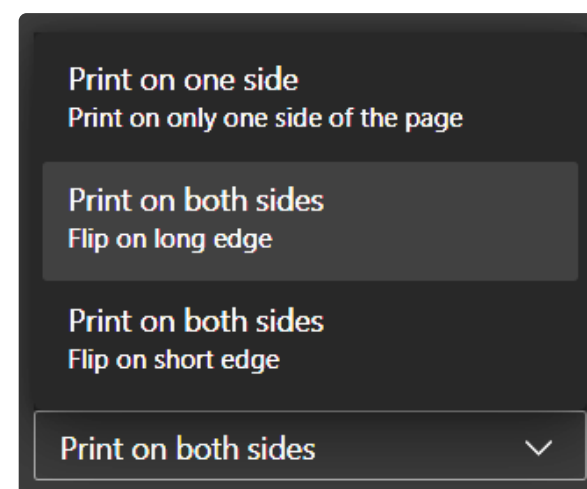
Adobe Acrobat

1. Click print icon on top bar (Ctrl+P) 
2. Under **Page Sizing & Handling**, select **Booklet**
3. Be sure to print double sided (duplex printing) if printer is compatible. Otherwise, enable manual duplex printing. (**Printer specific setting**)
4. Take printed stack and fold entire stack in half



Microsoft Edge

1. Click Print icon on top bar (Ctrl+P) 
2. Enable **Print on both sides**
 - a. For a portrait document: **Flip on long edge**
 - b. For a landscape document: **Flip on short edge**



Note: Yields individual pages that can be bound together since Edge does not allow booklet printing format.