TBYC Members Handbook … print instructions

Two file versions are available: read and print.

The *'read'* version allows for screen reading with pages in numerical order. The embedded links should work. If printed it will probably output as single pages.

The *'print'* version is set up with the pages arranged to form a handy booklet once folded in half. Consequently, it will look out of order when viewed on screen.

To print the handbook, set up the printer to... *print all pages, 8.5 x11 paper, landscape orientation*   (note it may self-select a booklet setting... suggest change to use a normal setup). It should preview as two columns (pages) of text per landscape sheet. The first sheet displays the outside 'cover' with a back page small logo (left) and front page large logo (right), the second sheet is the corresponding inner side with 'TBYC Members Handbook' heading and text (left) and a final page list of reference links (right). If you have that, the rest should be okay. Total of four sheets.

If the printer can print on both sides (ie duplex printing) select that and also the *'flip on short-edge'* option.   If it cannot, then change '*print on one side*' to select '*manually print on both sides*', and reinstall the sheets after the first pass in order to print the other sides... you will likely need to flip or rotate the paper to get both sides having their top on the same edge. Fold the sheets in half and hopefully… the TBYC Members Handbook.