

Print pages 1 and 2 on one side of landscape 8½"x11" paper

Print pages 3 and 4 on the other side of pages 1 and 2 - this is the cover of the folder

If your machine duplexes, you can print pages 1, 2, 3, 4 flipping on short side

For pages 5, 6, 7, 8 – they represent a half sheet insert in the folder

Print pages 5 and 6 (they have the same dates) on one side of paper

Print pages 7 and 8 (they also have the same dates) on the other side of pages 5 and 6

If your machine duplexes, you can print pages 5, 6, 7, 8 flipping on short side

Cut in half and insert in folder

You will only need half the number of the cover pages for the insert.

For pages 9 and 10 use a separate sheet of paper and fold in half to insert in folder