

HALF LETTER 5.5 x 8.5" (14 x 21.6cm)

2-PAGE SPREAD: to be printed on full letter then cut in half

NON-DUPLEX Printer:

Select ODD pages to print

Flip paper, put back in printer

Select EVEN pages, click print

DUPLEX Printer:

Select all pages to print

Enable double-sided printing, click print

Punch holes on the wider margin.

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