

# PRINTING INSTRUCTIONS:

PRINT ON STANDARD  
8.5 X 11 INCH PAPER.  
ENSURE ALL SETTINGS SAY  
“ACTUAL SIZE”  
PRINT IN  
PORTRAIT MODE.

## HOW TO FIND YOUR SIZE:

SIZES 2 THROUGH 7 WILL HAVE A BLACK BORDER AROUND THE EDGE, CUT AROUND THIS BORDER WITH SCISSORS OR A PAPER TRIMMER. THIS IS NOW THE SIZE OF THE INSERT.

MATCH THE TYPE OF HOLES, EITHER SIX RING OR DISC TO WHAT TYPE OF PLANNER YOU HAVE AND THEN VERIFY THAT THE PAGE SIZE FITS.

EXTRA INSTRUCTIONS CAN BE FOUND ON EACH SIZE.

**JANESAGENDA.com**

**SIZE 2:**  
SIX HOLE PUNCHED  
3.75 X 6.75 INCHES



MEASURE  
SPACING BETWEEN  
TWO CENTER RING HOLES IS  
**2 INCHES**



**SIZE 3:**  
SIX HOLE PUNCHED  
4.75 X 6.75 INCHES

MEASURE  
SPACING BETWEEN  
TWO CENTER RING HOLES IS  
**2 INCHES**

WILL NOT FIT MOST PERSONAL SIZE PLANNERS.  
PLEASE MAKE SURE YOU HAVE ENOUGH SPACE  
WIDTH WISE.



**SIZE 4:**  
DISC PUNCHED  
4.6 X 7 INCHES

COUNT YOUR DISCS  
THIS SIZE HAS  
**7 DISCS**



**SIZE 5:**  
SIX HOLE PUNCHED  
5.83 X 8.27 INCHES



MEASURE  
SPACING BETWEEN  
TWO CENTER RING HOLES IS  
**2.75 INCHES**



**SIZE 6:**  
DISC PUNCHED  
5.5 X 8.5 INCHES

COUNT YOUR DISCS  
THIS SIZE HAS  
**8 DISCS**



**SIZE 7:**  
DISC PUNCHED  
7 X 9.25 INCHES

COUNT YOUR DISCS  
THIS SIZE HAS  
**9 DISCS**



**SIZE 8:**  
DISC PUNCHED  
8.5 X 11 INCHES

COUNT YOUR DISCS  
THIS SIZE HAS  
**11 DISCS**

**THIS SIZE DOES NOT PRINT WITH THE  
BLACK BORDER.**

