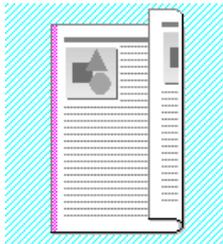
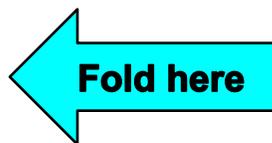
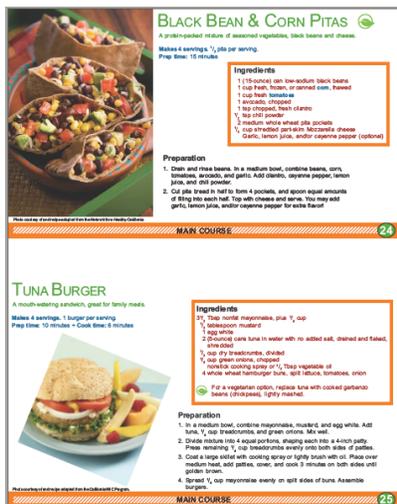


# Directions for Assembling the Teen Cookbook

1. Print the **Teen Cookbook in Assembling Format** double-sided, flipping over the long edge.
  - a. Click **Print**. Click on **Printer Properties** or **Printer Settings**.
  - b. Choose **Double-Sided** or **2-Sided (Duplex) Printing** (or something similar). If the printer does not have the option to print double-sided, you will need to do this manually.\*
  - c. For binding location, choose **Long-Edge (Left), Flip Over** or something similar, so that the page will be flipped as shown below.



2. Assemble the printed pages in a stack (without changing the order). Check that the order of the pages is the same as in the **Teen Cookbook in Assembling Format**. Pages 24 and 25 of the cookbook should be at the bottom of the stack.
3. Fold (if possible, staple) in the middle of pages 24 and 25 of the cookbook to assemble the booklet. See below.



## \*If double-side printing is not an option under printer settings:

- a. Odd pages must be printed first.
- b. The printed odd pages must be re-entered as new paper, and even pages must be printed on the back of these pages. The method of entering the paper (face up, face down, upside down or right-side-up depends on individual printer design). Printing 2 test pages is recommended. The pages should come out in the same order as shown in the **Teen Cookbook in Assembling Format**.
- c. When the cookbook has been printed, assemble the booklet (see steps 2 and 3 above).