



## **Directions for Visit Guide Reproduction**

**K-2 and 3-5 books:** Once printed each booklet consists of 2 sheets of paper - copied on both sides.

Copy the cover page on one side of 8 1/2 x 11" paper. On the back of this sheet of paper, copy the page numbered 1 and 6. On a second sheet of paper, copy the page number 5 and 2. On the back of the second sheet of paper, copy the page numbered 3 and 4.

After completing this process:

Fold the cover page so the front cover is on the front, back cover is on the back.

Fold the other sheet of paper so that the 2nd page is in front, and the 5th page is in back.

Now insert page number 2 after page 1, and your booklet is complete.

**6-8 and 9-12 books:** Once printed each booklet consists of 3 sheets of paper - copied on both sides.

Copy the cover page on one side of 8 1/2 x 11" paper. On the back of this sheet of paper, copy the page numbered 1 and 10 (gridlines – not numbered). On a second sheet of paper, copy the page number 3 and 8 on one side and 9 and 2 on another side. On a third sheet of paper, copy the page number 5 and 6 on one side and 7 and 4 on the other side.

After completing this process:

Fold the cover page so the front cover is on the front, back cover is on the back.

Fold the second sheet of paper so that the 2nd page is in front, and the 9th page is in back.

Fold the third sheet of paper so that the 4th page is in front and the 7th page is in back.

Now put the pages in order, and your booklet is complete.