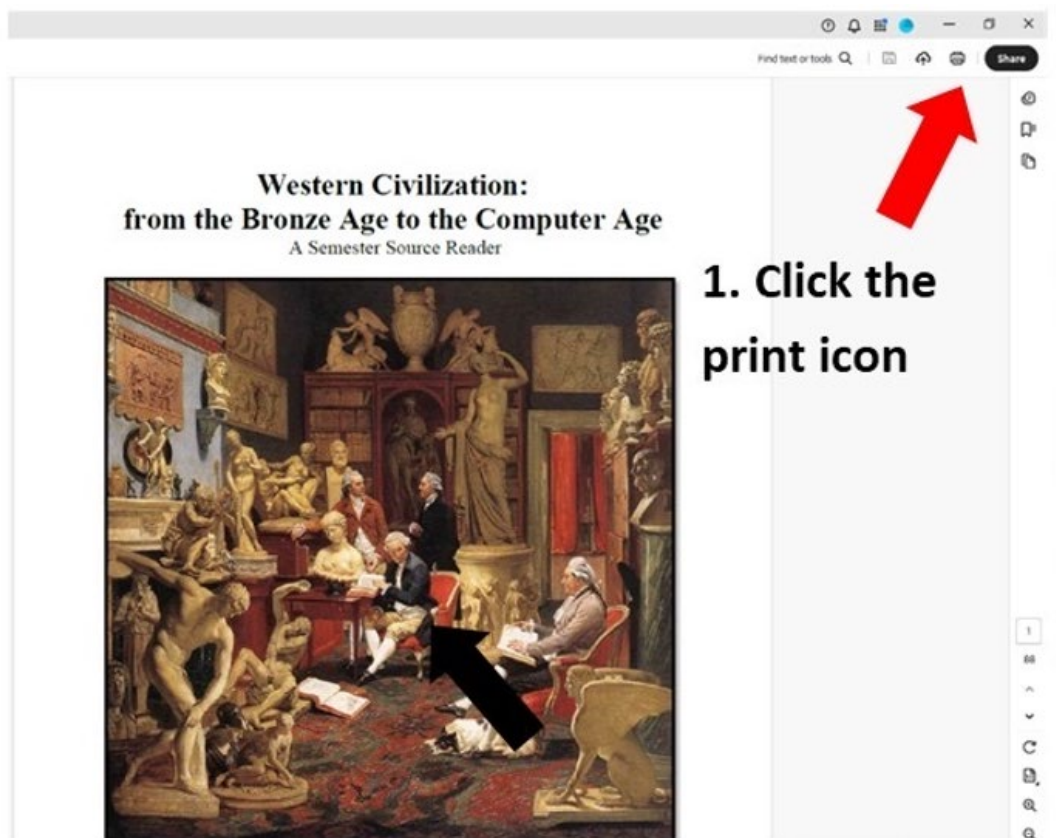
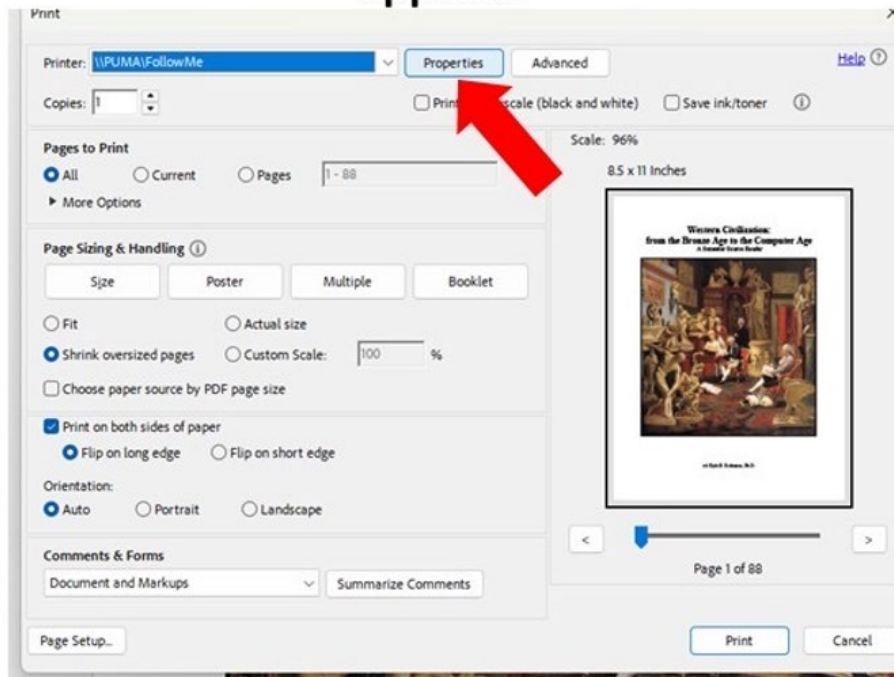


How to Help Students Print the Western Civilization Booklet

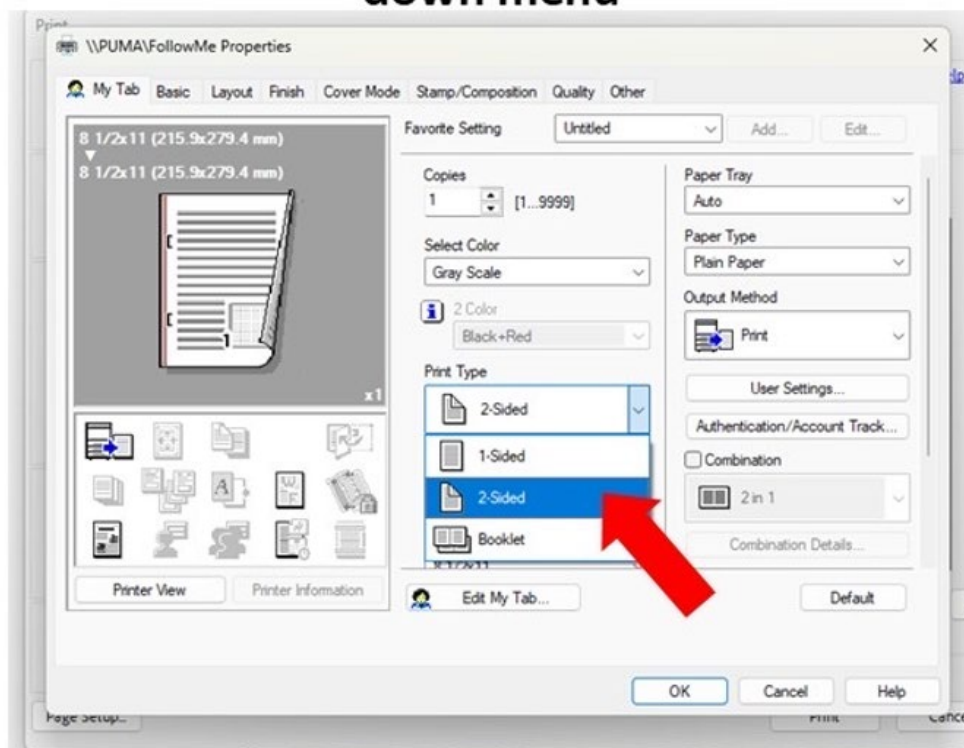
Circulation will have printed copies of the Western Civ booklet. The final copies will be \$5. Some students will want to print their own so be prepared to help them.

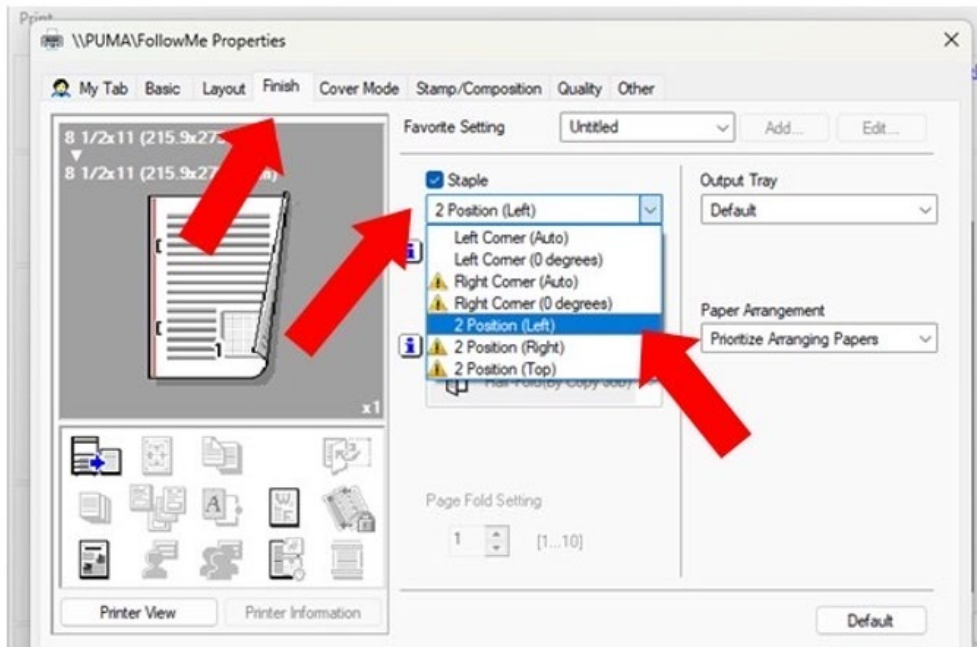


2. Click properties in the dialogue box that appears

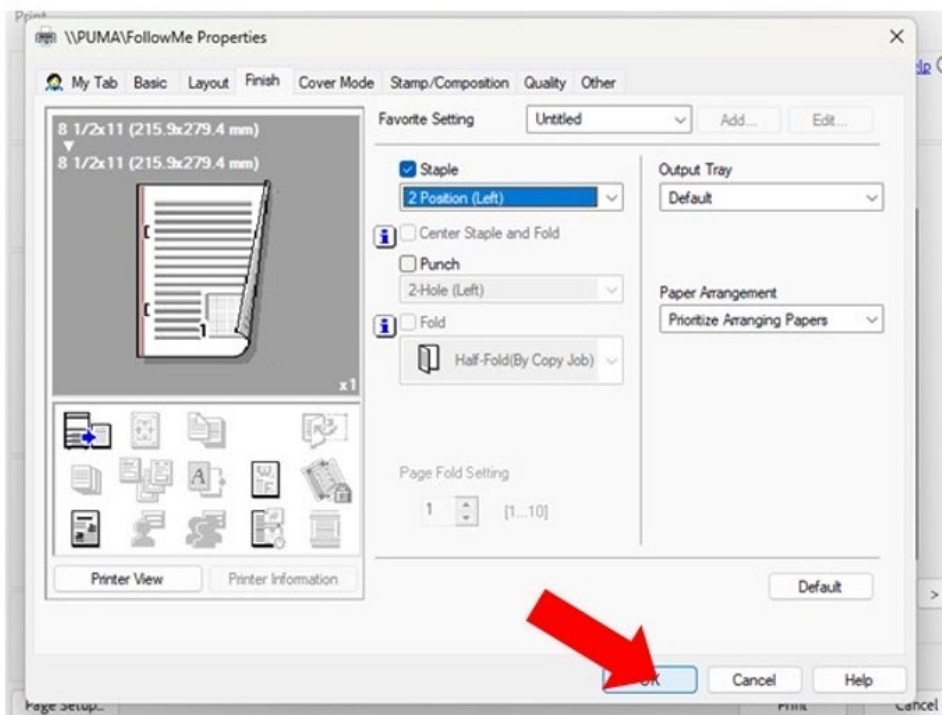


3. Select 2 Sided from the Print type drop down menu





4. At the top of the dialogue box, click Finish. Then, click the staple check mark. Finally, from the drop down menu select the 2 Position (Left) option.



5. Click OK

