

# PICO GUIDE PRINTING INSTRUCTIONS



- Be sure to open the “Printable” Microsoft Word version of the guide you’re looking to print.
- Select File > Print.
- Under **Settings**, change “Print One Sided” to “Print on Both Sides”.
- At the bottom of the options, change “1 Page per Sheet” to “2 Pages per Sheet”
- Finally, click Print.

This guide should now print on just one sheet of A4 paper, allowing you to fold it in half to create a makeshift booklet. Fold the paper inward, so that page 4 (the title page) becomes the front cover, and the two main guide pages become the inside pages.

