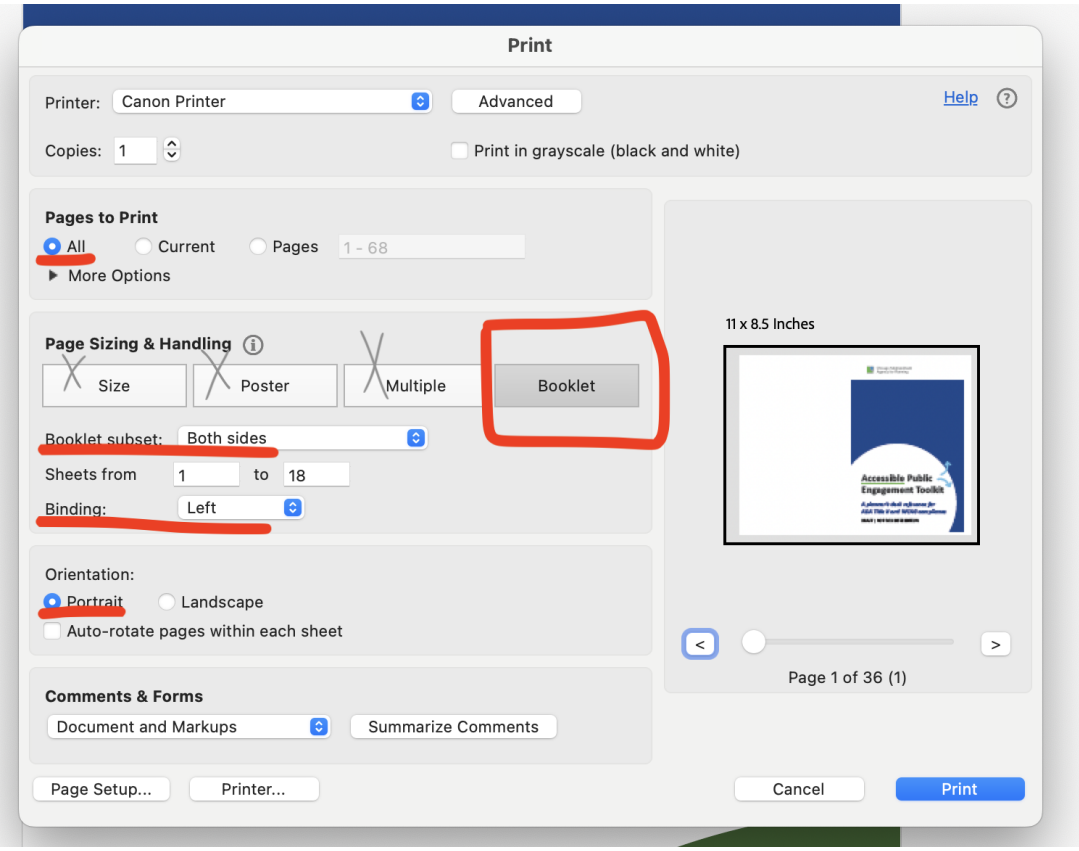
Accessible Engagement Toolkit Printing Instructions

In-house printing instructions:
The Accessible Engagement Toolkit document should be printed as a booklet, which is a setting that can be selected on most printers. Once printed, fold the pages in half to turn them into a booklet. See the image below of the settings:



This YouTube video walks through printing instructions. The 1:15 mark in the video shows which printing settings to select.

External printing:

If using a printer outside of the organization, put the text below in the notes.

Printed as a booklet, stabled spine.
Back/front cover weight: 80lb cover, silk
Internal pages weight: 80lb text