


PRINTING TIPS FOR THE LEARNING LEVELS STUDY GUIDES

 Our study guides are designed for desktop printing. You can print study guides as needed, provided you have the following:


- ☐ Access to a color printer. We use a LOT of color, because students are much more likely to actually read colorful reading material!
- ☐ Reasonable quality printer paper: we recommend a 24-lb bright white paper for best results. Thinner copy paper doesn't work well for two-sided printing.
- ☐ OPTIONAL: 1 sheet of white card stock for the cover
- ☐ OPTIONAL: Three-hole punch and a 3-ring binder. All of our study guides are formatted with a wide inside margin suitable for a loose-leaf binder.


TWO-SIDED PRINTING FOR A STUDY GUIDE OR COLORING BOOK:

- ☐ Check your printer's instructions for two-sided printing. Typically this will print all of the odd pages first, then print all of the even pages on the back of those pages. Do a test run first with only a few pages to make sure you and your printer are LITERALLY on the same page!
- ☐ If printing the whole guide on paper stock, including the cover, start duplex printing with page 1.
- ☐ If using cardstock for the cover, print the cover first using Pages 1 and 2 (second side will be blank). Then load your paper stock and start duplex printing **beginning with page 3**.

ONE-SIDED or SINGLE-PAGE PRINTING:

- ☐ If you need to print the whole study guide using one-sided printing, just remove the blank pages from your print range, or remove them after printing.
- ☐ You can always print copies of a single page – just be aware that the margins for single pages will necessarily be uneven since they're formatted for that loose-leaf binder.

 Feel free to print copies of the guide for your own use and for the students in your instruction program, but please don't alter the content in any way, publish or publically distribute our study guides without express written permission from HorseSense Learning Levels.

 If you want to have the study guides commercially printed, you can have your printer provide their print specs and we'll see if we can adapt our files for their use. Contact us for details.