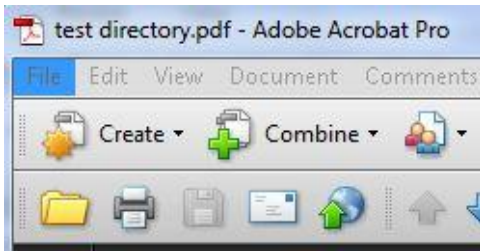
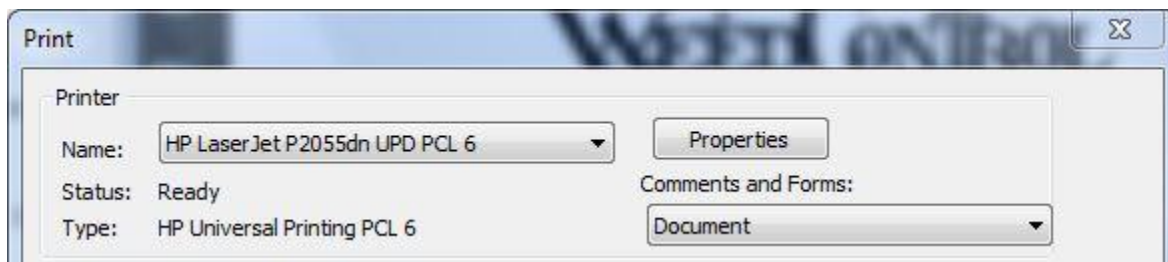


## Instructions to print your own MWCA Directory

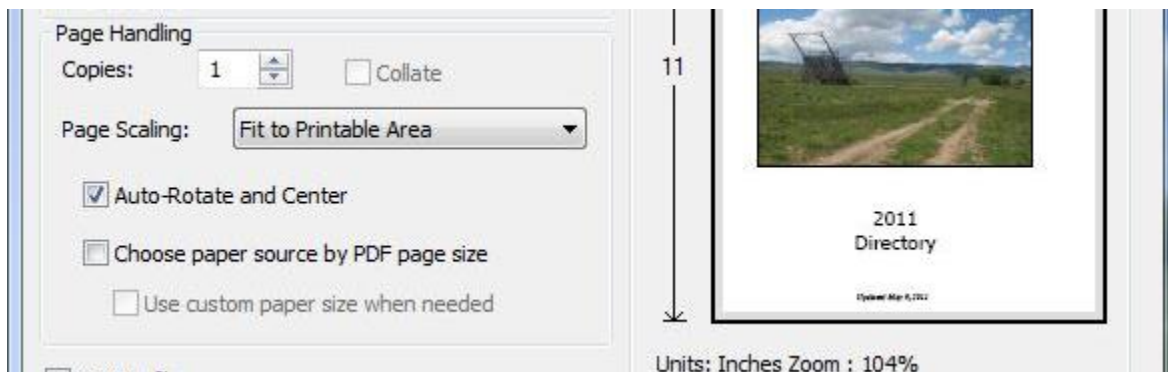
1. Open Directory and Choose “Print” from either the File Menu or Button.



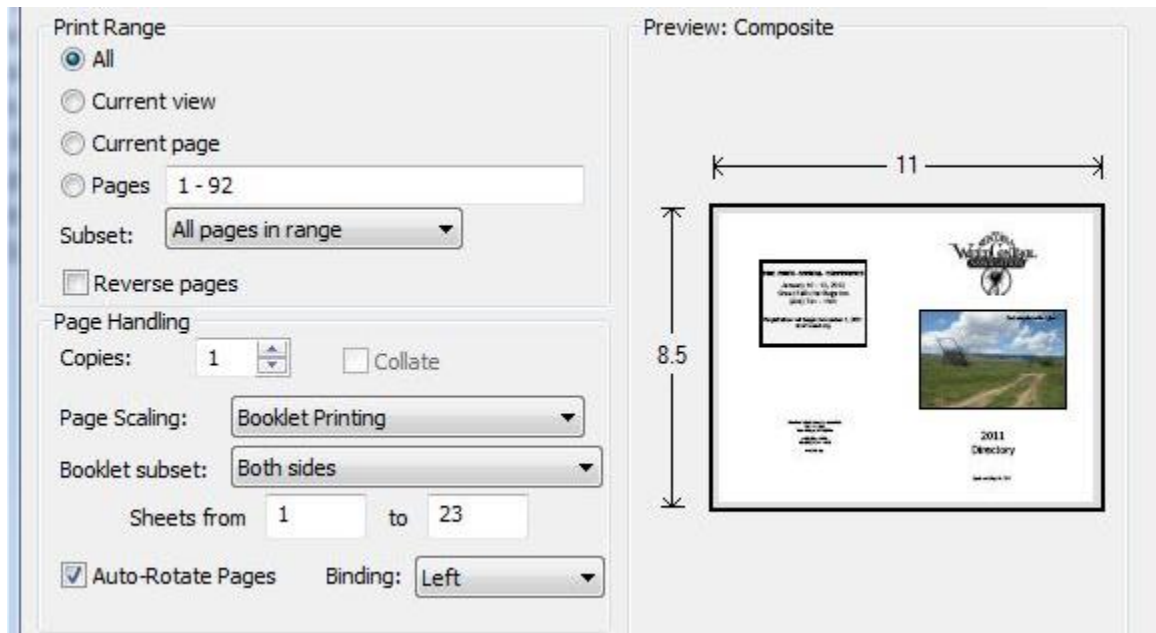
2. On the Print Screen, the “Properties” tab allows you to choose various paper sizes on which to print your Directory. It may be necessary to create a custom size if you would like your Directory sized to fit in your Day Planner. You may also choose “Two-sided Printing” or duplexing if your printer is capable of this.



3. Back on the Print Screen, choose “Page Scaling” and select “Fit to Printable Area.” This will allow you to print on custom sizes of paper or, if you’d like, to print your Directory on letter-sized (8.5 x 11) paper.



4. If you are NOT using a custom paper size and your printer supports two-sided printing, you can choose “Booklet Printing” and the Directory will be formatted to print on standard 8.5 x 11 paper.



5. Make any final adjustments and then select the “OK” button to print your MWCA Directory!