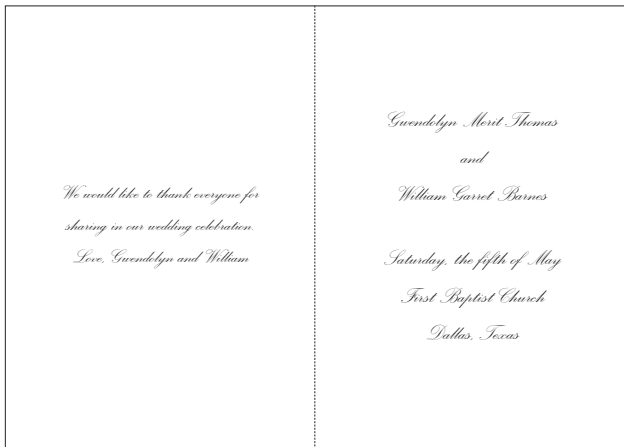


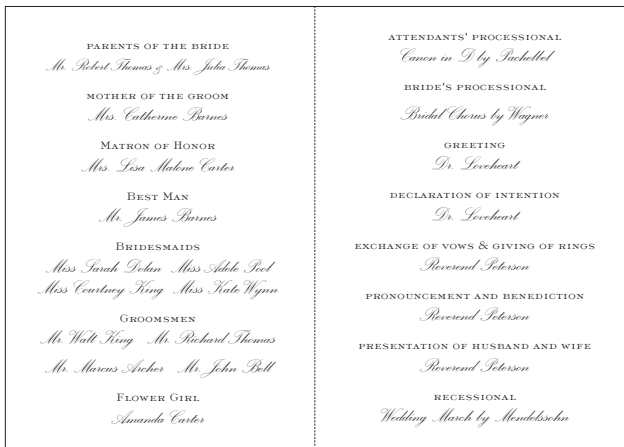
PROGRAM LAYOUT

You can follow the sample shown below, or use it as a starting point for your own creation!



BACK COVER

COVER



INSIDE LEFT

INSIDE RIGHT

PROGRAM PRINTING INSTRUCTIONS

1. Open your word processing software.
2. Adjust your document size to match your program insert: 9" x 6.5". Set all document margins as indicated on the Test Sheet (see reverse).
3. Select a font and type your wording. Adjust the font and size as desired. Run spell check.
4. Preview your program with the print preview option.
5. Photocopy the Test Sheet located on the reverse side of this sheet if you would like to have additional copies.
6. Place the Test Sheet in the manual feed tray on your printer.
7. Print one copy on the Test Sheet to verify that the wording is positioned correctly. Make any necessary revisions or changes.
8. Print your programs and assemble.

PROGRAM ASSEMBLY INSTRUCTIONS

Place the vellum overlay on top of the printed insert sheet, carefully aligning the holes on front and back. Insert each end of a length of ribbon through the pre-drilled holes, front to back. From the back side, take the top ribbon end and thread up through the bottom hole. Now, take the bottom ribbon end and thread up through the top hole. Pull the ends taught and trim away any excess ribbon.

Compatible with most home and office laser printers.
Please refer to your printer's instruction manual for more information.

TOP MARGIN .5"

PROGRAM TEST SHEET

SHEET SIZE: 9" X 6.5"

Use this sheet to test print your program.

For multiple tests, make copies of this sheet before use.

MARGIN .5"

MARGIN .75"



MARGIN .75"

MARGIN .5"

BOTTOM MARGIN .5"

BOTTOM MARGIN .5"