



Assembling the Senior Score Card

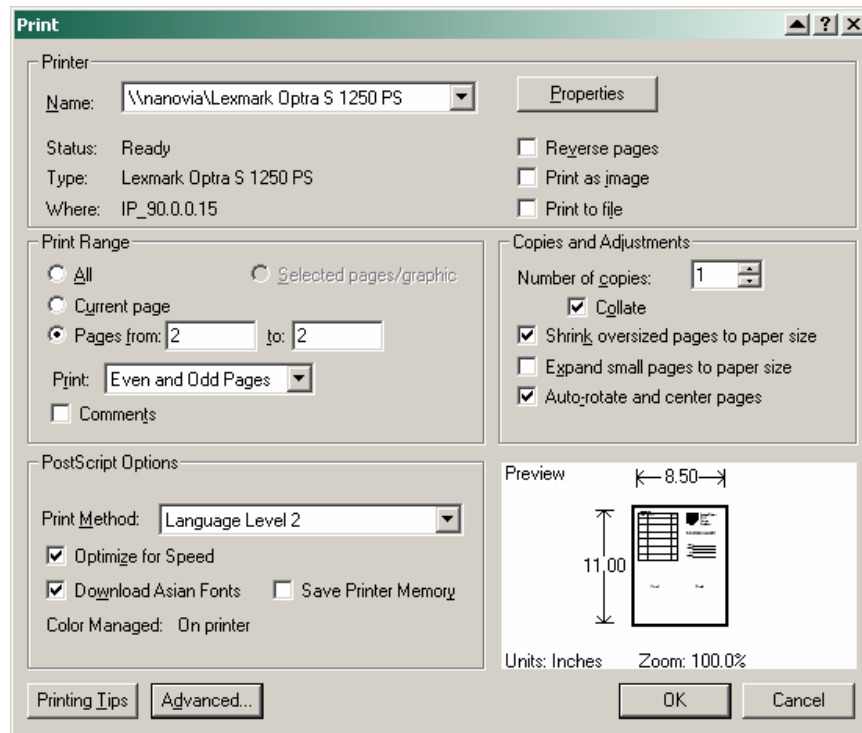
The zip file that you have just opened contains six PDF files. The two marked READ ME describe assembly instructions, the four additional file contain the **printable document** that must be turned into four separate booklets.

Name	Type	Packed...	H...	Size
NSP E_Div Senior ScoreCard [Released FEB08] A...	Adobe Acrob...	108 KB	No	153 KB
NSP E_Div Senior ScoreCard [Released FEB08] SK...	Adobe Acrob...	125 KB	No	183 KB
NSP E_Div Senior ScoreCard [Released FEB08] SK...	Adobe Acrob...	84 KB	No	107 KB
NSP E_Div Senior ScoreCard [Released FEB08] T...	Adobe Acrob...	79 KB	No	97 KB
READ ME Instructions for Assembly (Senior Score...	Adobe Acrob...	39 KB	No	47 KB
READ ME Stapling Instructions (Senior Score Car...	Adobe Acrob...	16 KB	No	24 KB

This project is designed to be printed on a dual-sided photocopy machine, which collates the pages and prints the even numbered pages on the rear side of the odd numbered pages. Refer to the *Bookmark Tab* on the *Acrobat Navigation Pane* for a description of how the pages collate from front to back. It may be instructive to view the file with “Facing Pages”

Printing

This document must be printed on **cover stock** paper with a nominal basis weight of 65 pounds. Paper weighing as low as 60 lbs and as high as “67 lb Vellum Bristol cover stock,” is acceptable. Weights over 67 lbs detract from the usable flexibility of the finished product and are not recommended.



To achieve proper registration between the front-side and rear-side of the page without clipping the PDF image off the edge of the printable margins, it is important to set a few **Acrobat** printing adjustments. The two adjustments that are most critical are “**Shrink oversized pages to paper size**” and “**Auto-rotate and center pages**”. By checking these settings, proper page cutting will be achieved in later steps. Refer to the Adobe Acrobat print dialog box shown above as an example.

How To Check the Collated Results

The document was designed to be setup in a linear order for straight forward collating. The basic function that determines the proper order is to check the resulting position of the title of the “grid table.” For example, the title of **Empty Toboggan** found on top of its descriptive paragraph, must face its matching grid table which is also entitled **Empty Toboggan**. This pattern can be followed to the ending page as the booklet is being read.

Stapling

Each 8.5” x 11” stack makes up two separate pamphlets. Two staples must be driven through each collated stack. Refer to the accompanying Acrobat file that describes the location of the staples. Stapling can be done before or after cutting, whichever works best for efficient production. It is important to have the aesthetically straight looking surface of the staple face-up on the “Cover” page of the pamphlet.

Cutting Pages

Since two pamphlets are laid out on each 8.5” x 11” collated stack, a horizontal gap along the center has been provided to facilitate cutting the pamphlet in half. The resulting document size should produce pages that are 8.5” Wide x 5.5” High. Refer to the Stapling Instruction Acrobat document to see the optimum cut position.

Folding

Do not fold the pamphlet -- ship it flat. Collating, stapling and cutting complete the production of the booklets. The end user will have the task of folding their own booklets.

Call if you have questions

Please call Orest Ohar at 603-491-7445 if you have any questions.