

PRINTING INSTRUCTIONS FOR HALF PAGE PLANNERS

Thank you for purchasing my half page planner. I really love this tool and I'm so excited for you to use it.

You have received two different planner files, one labeled "[Style Name] Planner Half" and one labeled "[Style Name] Planner Half Booklet." If you want to print all of the pages in the planner and have access to a printer that can handle duplex (front and back) printing, definitely use the Booklet file to make it super-easy to print out your planning booklet. It's all set up, just adjust your printer settings to duplex the pages and print everything in order. (I recommend printing just the first two pages to double-check that your duplex settings are correct and you haven't printed the second page upside-down. Printer settings can be so complex, I make this mistake often!)

If you don't have a printer that can automatically duplex pages, you can print either one page at a time from the booklet and put the printed sheet back into your paper tray to get printing on the other side, or you can print all of the odd pages, and put everything back in the tray to print the even pages, but this requires a little knowledge about your printer, so do what you're comfortable with!

If you don't want to print all of the pages, the file without "Booklet" in the name is just the pages of the planner in order. You can just print what you like, cut them apart to make your own booklet, print extras, etc. You can also print the booklet and print an extra spread (maybe you're throwing a LARGE party and need another guest list spread) to attach to your booklet.

I hope you get a lot out of these tools and find a way to make them your own! Happy party planning!

Thanks and enjoy!



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