

## Logs/diaries assembly instructions

*Use this resource to help assemble the various Exercise Change logs and diaries*

### **Follow these steps to print a double sided A5 log/diary**

- Open the PDF document
- Click on 'File', then 'Print'
- Choose the 'Landscape' orientation in the main print menu or by clicking the 'Properties' button
- Under 'Print range' ensure 'All' is checked
- Under the 'Page Scaling', choose the option 'Fit to Printable Area'
- Check the box 'Auto-Rotate and Center'. This should result in the file preview being displayed in a landscape format with the log/diary filling the entire space
- Choose to 'Print on both sides of paper' and then select 'Flip on short side'
- Click 'Print', or 'OK'

**Follow these steps to assemble a double sided A5 log/diary**

- Arrange the printed pages neatly with the cover of the log/diary face up
- Using a long neck stapler, staple the cover in two places down the centre (see red x's in the image below). All logs/diaries have a pale grey broken line that indicates the centre position. See picture below

