

Measuring Progress Printing Instructions

The *Measuring Progress* guide is composed of a 143 page document, a fold-out situation map, heavy between-stage sheets, a heavy cover, and a coil binding with a vinyl back. Follow these printing instructions and you should be able to make copies to distribute to others.

Printing

1. Print the **Measuring Progress** double-sided on a color printer.
2. The **Situation Map** needs to be printed in color on 11x17 (tabloid) paper and then added to the Guide. (see assembly below).
3. The **Stage sheets** have the stage written on one side and the bubble diagram on the other side. Print these double-sided color on card stock paper and then replace the pages printed on normal paper. The *document* page numbers to print on card stock are:
 - Getting Started p. 27-28
 - Stage A p. 33-34
 - Stage B p. 55-56
 - Stage C p. 85-86
 - Stage D p. 105-106
 - Worksheets p. 127-128

Note that these page numbers do not correspond with the pages appearing in the footer, but are the pages Word/Adobe recognizes for printing those pages (because of roman numeral front pages)

4. The **Cover** can be printed in two ways.
 - a. Option 1: print the cover on color laser printer on card stock paper. Replace the normal paper cover with this card stock version.
 - b. Option 2: take the cover to a copy shop and have them make enlarged photocopies on heavy paper so that the color bleeds all the way to the edges.

Assembly

1. Take the full Guide and check for any problems that occurred during printing (i.e. is it all there, were any pages lost in the printer, do figures look alright etc.)
2. After printing the situation map, fold the sheet in half and use scissors or a paper cutter to trim 0.5 inches off the right side (next to the objectives column), leaving 1/8 of an inch of white in the right margin. Add the trimmed situation map before the page that says Stage B (*in between pg. 45 and 46*) so it is bound on the left margin only.
3. Replace the six between stage sheets with the ones printed on cardstock.
4. Replace the cover with the card stock cover to the front of the document.

Binding

At Kinko's (or elsewhere), ask for *coil binding* with the *vinyl back* and *plastic cover*.

Questions? Problems? Let us know: emi.office@umich.edu