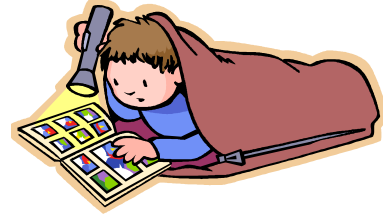


Webbe Printing and Assembly Tips

Printing to a Color Printer

1. Print only pages 1-6
2. Print Landscape
3. Print 2-sided
4. Do not reduce content
5. Use the Hammermill 28 lb., 96 Brightness Color Copy Paper.



Remove All Table/Format Lines Before Printing

1. Click on the formatting icon on each page.
2. Select the no border icon from the formatting menu.
3. If you cannot see the formatting menu, go to View - Toolbars and select the Formatting Tools. The Formatting Tools menu will pop up on the screen.

Assembling the Webbe

1. After printing, arrange the pages so that facing you are pages 10 and 11. Under this page are 8 and 13 and under this page are pages 6 and 15.
2. Cut in half lengthwise at 4¼ inches with page 10 on the top.
3. After cutting, the set with pages 10 and 11 goes on top of the set with pages 4 and 17.
4. Fold the book in half, crease it, and staple it with a long reach stapler.

Voila! Enjoy your Webbe.