INSTRUCTIONS FOR PRINTING 11 x 17 CAREER PLAN MODEL

The following set of instructions will assist you in copying the Model. The Massachusetts Career Plan Model was designed to be placed on 11 x 17 paper/coverstock.

Manually feed the 11 x 17 paper into the printer. After printing first side, turn the paper over and manually feed the second side (with the top faced down, insert into the feeder first) so it is back to back.

Please note that on the second page of the Model, the first half is upside down and will become the outside of the “folder.” After printing, fold in half and should look like the following:

front  inside  back

This page should automatically print on an 8.5 x 11 sheet of paper.