

How to use these PDF documents:

Each folder contains two PDF files. A “Viewing” file and a “Printing” file. Identified as: “1View” or “1Print” for the files in book 1, the Executive Summary. The same is true for the other folders, 2-5.

These two files are included because to print a file in booklet form as we have done, the pages are not in the same order as they would be if you wanted to read (view) the book. So, use the “View” file to read through each book and if you want to print them out, open the “Print” files and set up your pages to print on 11” x 17” , double sided pages. Printing in the order presented should give you a nice double sided booklet when its done.

When you are viewing the documents in Acrobat Reader, there are three ways to view them. You can view them 1) one page at a time; 2) one page, but continuous; 3) facing pages, continuous. To chose which way you want to view it, there is a selction opportunity on the toolbar at the bottom of your screen. On the furthest right side of the bar, you’ll see these options:

- 1) one page at a time;
-  2) one page, but continuous;
-  3) facing pages, continuous.

Some versions show option one on the tool bar, and offers a pull down menu to the others.

Click on the one you prefer. There are often pages utilizing the facing page spread, so viewing in option 3, facing pages, continuous may have advantages over the others.