

Printing the Participant Tracking Log

- Step #1 – Open Tracking Log document located in the Participant Materials folder.
- Step #2 - Print Tracking Log using a color printer.
- Step #3 – After the Tracking Log is printed; copy it as a two-sided color document keeping the pages in the **exact** order that they printed from the computer.
Note: Every other page will be upside-down
- Step #4 - Fold pages in half to create the Tracking Log.
- Step #5 – The following options may be used for assembly.
1. Staple booklet along the middle inside seam
 2. Staple on the front cover along the seam
 3. Leave unstapled