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