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HANDBOOK FORMAT INFORMATION

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The documents are formatted to print on standard 8.5” x 11.0” letter sized sheet of paper. The margins are set such that there should be enough room to use a standard 3-hole punch to store the sheets in a standard 3-ring binder. There are 2 versions of each section of the Handbook, one with the margins set for one-sided printing and copying, and the other for two-sided or duplex copying and printing. Please be sure to download the appropriate files. If you have a duplexing printer, the two-sided versions should print out ready for punching. Otherwise, you will have a stack of one-sided originals ready to place into a copier to make two-sided copies.

The header of each page contains the section title as well as the section number. The footer of each page also contains the section number as well as the individual page number. In the lower right-hand corner of the footer, you can see the name of the electronic document from which the section was printed. The name includes the last date when that particular section was edited in the following format YYMMDD, where “YY” is the last 2 digits of the year, “MM” is the 2 digits of the month, and “DD” are the 2 digits of the day of the month.