**How to print The E19/1 Manual Attendance Register:**

1. Open up the attendance register pdf file
2. Click File
3. Click Print
4. Click Properties
5. Select the Detailed Settings tab
6. Ensure the document is printing on both sides of the paper as per the image below. *\*Please note the options may vary depending on the settings of your computer/printer*



1. Click OK
2. Click Print
3. Once the document has printed, please ensure it is double sided
4. Staple the printed document together like a book
5. Some of the centre pages in this booklet are half blank. Cut the blank ends off lengthways.
6. Once completed, all the half pages should line up with the student’s name