

How to Print Your EWYL Lesson

All of the lesson plans for EWYL have been scanned into the computer and can be found under the CFW Shared Folder. Now all you have to do is print the pages you used with your client, (like the worksheet or the homework assignment you give your clients) and put them together with the unused pages to complete the entire EWYL packet.

Step by step instructions (from any CFW computer connected to the shared network):

1. Double-click on the Shortcut to EWYL Lesson Plans icon on the computer's desktop (it will bring up a folder with all the EWYL Lessons)
2. Double-click on the Lesson you wish to print (it may bring up a box with the login and password for the network)
3. If so, click on the "OK" box to log in (either a web page will open with the selected Lesson Plan in PDF format or the page will open in Adobe) Directly above the web page you're viewing, you will see icons for the printer, to save, etc.; the 6th item from the left shows page 1 of however many pages are in this packet. (The pages numbers are shown at the bottom of the Adobe page)
4. Scroll through until you identify the correct pages that you wish to print (front to back - it will always be odd & even pages)
5. Click on the printer icon
6. Click on the "properties" button (top/right)
7. Select "Two-sided Print" (not two-sided print, flip on short edge)
8. Click on the "OK" box
9. Select the "Pages" button and enter the page numbers you wish to print (it will always be an odd & even numbered page)
[Warning...each computer has a different screen for "Pages", the main computer (and the computer at workstation #2) has two boxes for pages "3" to "4" and the other one (workstation #3 on the left) has one box so you enter "3-4"]
10. Click on the "OK" button in the printer box
11. Retrieve your pages from the printer and compile with the other pages to complete the set, then paper clip and file in the EWYL drawers in the hall - tadah!!