1. Open the desired DocPac in your local Github Repo in Word.
2. Print the file from Word with the following specifications:
   1. Print to the “FIND ME B&W on YCSTPRINT” printer.
   2. Change the paper size to Ledger (11x17” paper)
   3. Change the double-sided options to “Print on both sides (**flip on short edge**)”
   4. In the “Printer Properties” menu, change the “Paper Source” to “Bypass Tray”
3. Go to the Media Center
4. Place at least one sheet of 11x17 paper in the Bypass Tray of the Printer.
5. Login to the printer with your school credentials
6. Select the DocPac print job and press “Release to Print” (or whatever the option may be)
7. Fold you DocPac in half *neatly*.