

Printing the Cards

Want to make your own deck of Facilitator Cards? You're in the right spot. We'll walk through the equipment and steps needed for a true DIY job, and also give you some pointers for taking our file to a local print shop.

Doing It Yourself

Here are the supplies you'll need:

- ☉ A printer (color is strongly encouraged)
- ☉ 8.5" x 11" paper (standard office paper is perfect if you're laminating, heavier weight is better if not)
- ☉ A paper trimmer (scissors will work in a bind)

Bonus supplies:

- ☉ Laminator (can buy these at target or office supply stores)
- ☉ 8.5" x 11" Laminating Pouches

Steps for printing on a one-sided printer:

1. **Print page 1**, and pay attention to what direction the print comes out.
2. Most printers print the top of the document first. If that's your printer, **orient the page in your printer feeder so that the unprinted side is up, and the top of the document is on the bottom.**
3. **Print page 2.**
4. **Check the alignment of sides A and B** to make sure you've done the flipping correctly. The "Top" and "Bottom" should be in the same spot on each side, with the identical processing tool title on both sides of the card.
5. **Get success with 1 and 2**, tweaking your process, before moving on to the rest.

6. Print the rest of the document **odd pages only.**
7. Flip and orient your stack, then run it back through printing the remaining **even pages only.**
8. Cut using the guidelines (this is where a paper trimmer will come in handy).
9. Congrats! You've made your own Facilitator Cards! Now get to work. 😊

Steps for printing on a two-sided printer:

1. Print pages 1 and 2 two-sided, **long edge binding.**
2. **Check the alignment of sides A and B** to make sure your printer's binding coincided with our document format. The "Top" and "Bottom" should be in the same spot on each side, with the identical processing tool title on both sides of the card.
3. Assuming all is well, **print the remaining pages** the same way.
4. Cut using the guidelines (this is where a paper trimmer will come in handy).
5. Congrats! You've made your own Facilitator Cards! Now get to work.

Steps for laminating:

1. Do all of the printing steps first, **even the cutting.** ★
2. Arrange the cards within the laminating pouches such that there is enough of a **gap between each card** that the lamination will seal and allow you to cut between them, without cutting the paper.
3. Run your pouch **through your laminator.** Start with only one sheet of cards to make sure your spacing works.

4. Cut between the cards, **only cutting the plastic** (paper trimmer ftw!).
5. Check after cutting to make sure the lamination is sealed, and **not peeling**. If it's peeling, you might need a bigger gap between cards in the pouch. Try again.
6. If all looks good, **repeat with the remaining cards**.
7. Congrats! You've got a lifetime, wet-and-dry-erasable deck of Facilitator Cards.

Getting it Done Locally

Most print shops are going to handle this no problem, and won't likely need any guidance. But if you want to make sure they get it right on the first try, we suggest you advise the following:

1. Explain that you need the fronts and backs of the cards to line up, and be oriented with the text on the front and back going the same way, or "with the icons on the top on both sides."
2. Ask them to cut along the guides.
3. Choose a light stock (e.g., "office paper") if you're laminating, or something a little heavier if not ("Do you have something between office paper and card stock?")
4. If they do lamination, ask them to laminate after cutting.