Preparing and Assembling the Student Workbook Printer’s package

The workbook printer’s package is a zip file containing pdf files for the cover and content pages of the booklet. Each booklet is expected to be printed according to the instructions contained in the PDF Print Settings image.

To assemble the workbook printer’s package follow the step-by-step instructions below.

1. Create an empty zip file by selecting <right mouse button>>New> Compressed (Zip) folder and name it **Requirements Clarification (Student Workbook).zip**
2. Open the file **Requirements Clarification (cover) – landscape** using MS Word
3. Inside Word, create a PDF of the contents by selecting File>Save & Send>Create PDF/XPS document and name the file Cover.pdf
4. Drag the file Cover.pdf into **Requirements Clarification (Student Workbook).zip**
5. Open the file **RequirementsClarification-CourseSlides.ppt** located in the root folder.
6. Inside PowerPoint, create a PDF of the contents by selecting File>Save & Send>Create PDF/XPS document and name the file **CourseSlides.pdf**
7. Drag the file CourseSlides.pdf into **Requirements Clarification (Student Workbook).zip**