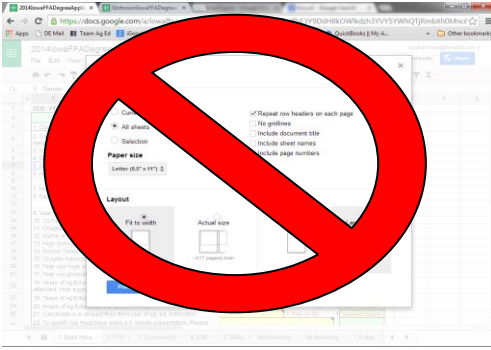
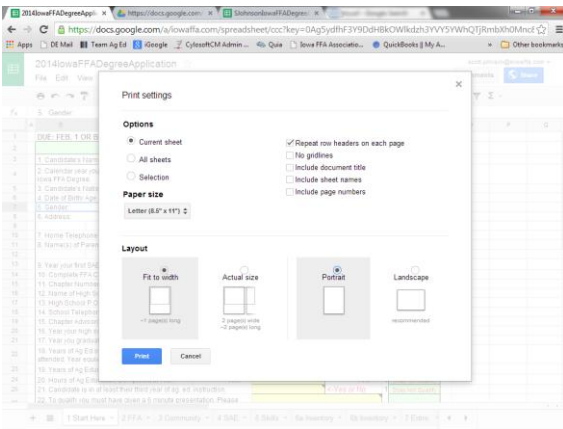


Option #1: Guide for Printing the Iowa FFA Degree (Version 2014)



Step 1:

- Do NOT attempt to print all sheets at one time!
- There is a hidden worksheet that contains all the drop menu options that will also print and turn a 12 page application into a 42 page application!



Step 2:

- Print pages 1 through 4 one sheet at a time. All pages should be printed with the layout set as 'Fit to width' and 'Portrait'.

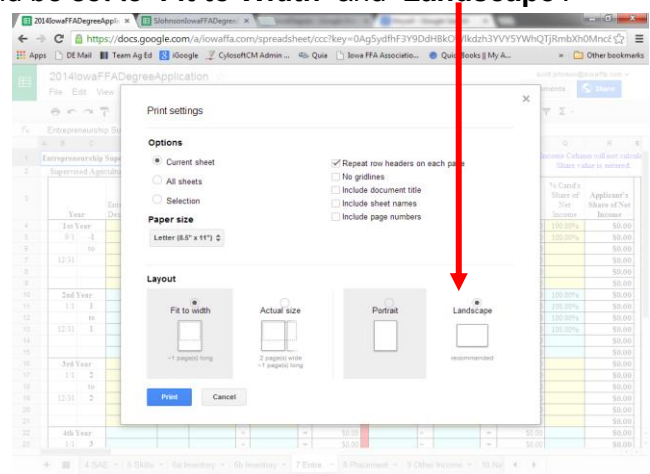
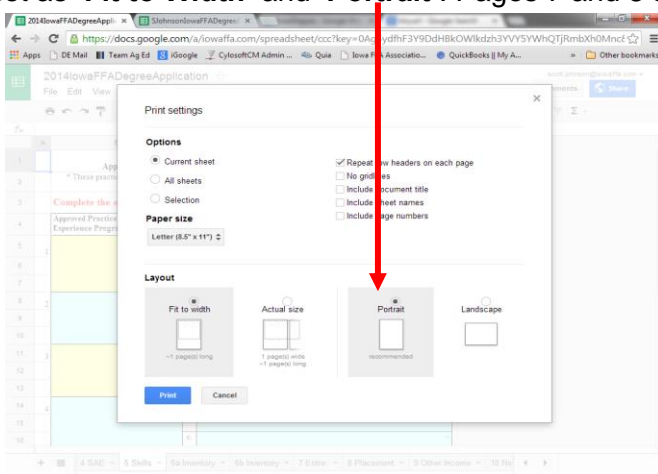
--Page 1 of the application will print a second page of comments that correlate with help boxes on page 1—this page of comments can be discarded.

--The Star Finalist section on page 1 will put numbers in the area where an "x" could be marked. These numbers should be disregarded during the review process.

Step 3:

--Print pages 5 through 11 one sheet at a time. **All of these pages must be printed within the same minute so that all the pages have the same date and time printed on the bottom right.**

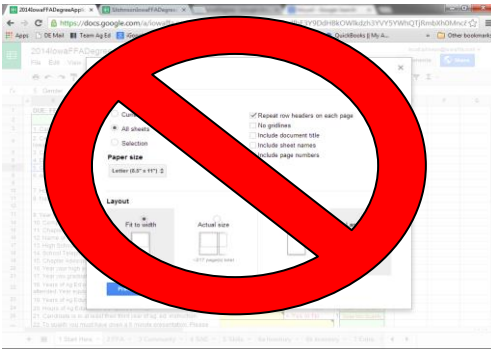
--All the pages should have the correct print settings. If they do not, pages 5, 6a, 6b, 9, 10, and 11 should be set as 'Fit to Width' and 'Portrait'. Pages 7 and 8 should be set to 'Fit to Width' and 'Landscape'.



--Page 9 of the application will print a second page of comments that correlate with help boxes in the efficiency factors section on page 9—this page of comments can be discarded.

Step 4: Star Applicants Only: Print page 12. This page should be printed with the layout set as 'Fit to width' and 'Portrait'.

Option #2: Guide for Printing the Iowa FFA Degree (Version 2014)

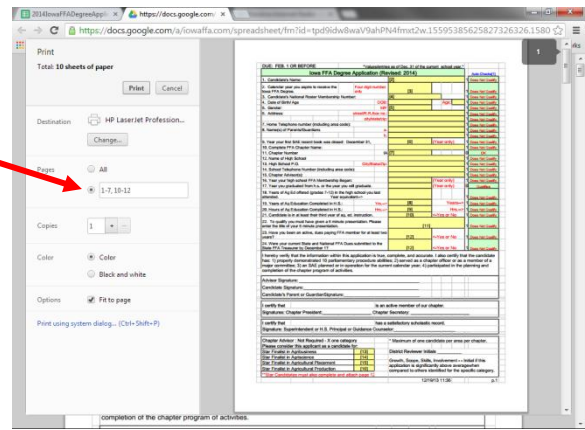
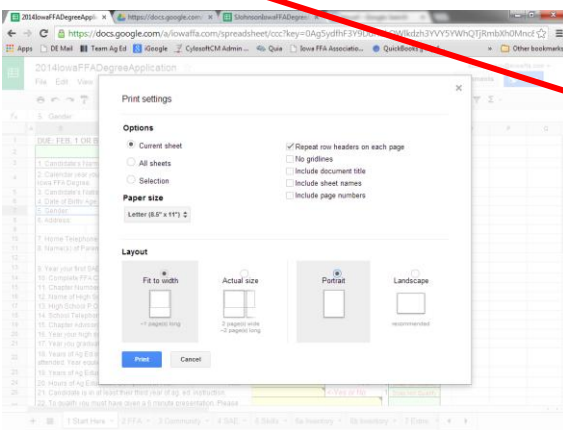


Step 1:

- Do NOT attempt to print all sheets at one time!
- There is a hidden worksheet that contains all the drop menu options that will also print and turn a 12 page application into a 42 page application!

Step 2:

- Choose 'All Sheets' on the print settings screen. All pages should be printed with the layout set as 'Fit to width' and 'Portrait'.
- On the Print page that comes up, change from printing 'all' pages to pages '1-7, 10-12'. (Star Candidates print '1-7, 10-13')



Step 3:

- Within the same minute**, select print again and choose 'All Sheets' on the print settings screen. All pages should be printed with the layout set as 'Fit to width' and 'Landscape'. **Remember that pages 5 through 11 on the degree application must have the same date and time on each page.**
- On the Print page that comes up, change from printing 'all' pages to pages '15-16'.

