

The **Division of Food and Nutrition** will provide a PDF copy of the **Online Application Quick Reference Guide** and printing and folding instructions at www.education.state.pa.us/ses. Next, select **Documents** link and then the **Online Application Materials** folder.

The individual school districts are responsible for printing-out, folding, and providing guide to households.

How to Print and Fold the Guide

Print

Open and then print the PDF formatted guide file on both sides.

1. Double-click the guide file name to open with **Adobe Reader**.
2. Print the guide on both sides by;
 - a. Select **File** in **Tool** bar,
 - b. Select **Print**,
 - c. Check the “**Print on both sides of paper**” check-box,
 - d. Check the “**Flip on short edge**” check-box,
3. Click **Print**

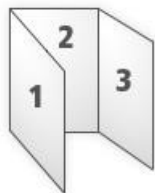
Fold

Fold the guide by folding the printed pages in thirds to fit in a standard business letter envelope (9.5 x 4.12).

1. Place the guide on the desk so that pages 1, 2, and 3 of 5 are facing-up.



2. Fold slightly less than one-third of the guide, page 3, toward the top of page 2. With the edges even at the sides, crease the fold. After folding, pages 1 and 4 are now facing-up.



3. Fold page 1 on top of page 4. With the edges even at the sides, crease the fold.