

Print a K-12XX Directory:

TO PRINT A **BLANK** DIRECTORY:

1. Click the "Print Form" button at the top of this page.
2. Select the number of copies.
3. Make sure page scaling is None or Actual Size (depending on Acrobat version)
4. Click OK.

TO **FILL-IN AND PRINT** A DIRECTORY:

1. Make sure the "Highlight Fields" box is checked at the top of this page.
2. Click inside the shaded blue areas to fill-in the directory listing as desired.
3. When finished, click the "Print Form" button at the top of this page.
4. Select the number of copies.
5. Make sure page scaling is None or Actual Size (depending on Acrobat version)
6. Click OK.

The image shows two identical vertical rectangular boxes, one on the left and one on the right. Each box is defined by a dashed border and contains ten horizontal lines, providing a template for filling in a directory listing.