

HOW TO PRINT INSERTS

Instructions for printing Inserts for the MINI HAPPY PLANNER (MHP):

- Make sure that you have a PDF reader. You can download the Adobe Reader free from <https://get.adobe.com/reader/>
- When you are ready to print, open the file with your PDF reader.
- To print select Letter Size (8.5 x 11) and make sure to select “**without a border**” and “**ACTUAL Size**” otherwise your Inserts will not be printed in their correct size. Paper Orientation should be set to Landscape. **NOTE: There are 2 sheets in each MHP Insert so you can print on both sides of the paper and it should line up perfectly. (Remember to set your print on both sides to flip on short edge since it is landscape)**
- If you like you can print these out on a regular copy paper or card stock paper if you want a thicker paper in your planner. It’s all personal preference.
- If you do not have a MAMBI hole punch the alternative is to use a regular single hole-punch. Line the holes up with your MHP and then take scissors to cut the sliver out of the side to fit in the Planner.
- Colors may vary depending on your screen resolution.

Instructions for printing Inserts for the CLASSIC HAPPY PLANNER (CHP) & BIG HAPPY PLANNER (BHP):

- Make sure that you have a PDF reader. You can download the Adobe Reader free from <https://get.adobe.com/reader/>
- When you are ready to print, open the file with your PDF reader.
- To print **CHP** select Letter Size (8.5 x 11) and make sure to select “**without a border**” and “**ACTUAL Size**” otherwise your Inserts will not be printed in their correct size.
- To print **BHP** select Letter Size (8.5 x 11) and make sure to select “**without a border**” and “**FIT Size**” otherwise your Inserts will not be printed in their correct size.
- Paper Orientation should be set to Portrait. **NOTE: There are 2 sheets in each Insert so you can print on both sides of the paper and it will line up perfectly. (Remember to set your print on both sides to flip on long edge since it is portrait)**
- If you like you can print these out on a regular copy paper or card stock paper if you want a thicker paper in your planner. It’s all personal preference.
- If you do not have a MAMBI hole punch the alternative is to use a regular single hole-punch. Line the holes up with your CHP or BHP and then take scissors to cut the sliver out of the side to fit in the Planner.
- Colors may vary depending on your screen resolution.

All layouts are created by Sky and are exclusively for My Life Planners.

PLEASE do not share or alter the file. These are for personal use only. If someone is interested in the freebie insert, please send them to mylifeplanners.com to have access to the file.