

Guide for Printing REMARK Blank Forms

- Print **ALL** copies of the Master and Student form directly from the PDF file. Do not photocopy forms from a printout.
- Print **ALL** forms from the same printer from the beginning of the printing process to the end.
- Do not use the **fit to page** option in the print settings menu. Always use **ACTUAL SIZE**.
- If you require both pages of the form (more than 48 questions), ensure that two-sided (duplex) printing is selected and that the “top” of both pages of the form is oriented in the same direction.
- Traditional 20lbs office paper in white or very light/pastel colours is acceptable, though you can go up to 22lbs/24lbs paper if you like. **No cardstock**.
- Please do not modify the provided forms. If you wish to have a customized form created for you, please contact or send a ticket request to discovery.common@utoronto.ca. Additional charges may apply.

IMPORTANT: We recommend printing at least one “test page” to verify that your settings are correct before producing a final batch of forms.