Printing Directions for
10 Ways to Use Water Kit©

On this CD or the 3D Molecular Designs website you will see two pdf files for this document.

- One version is named, ***10 Ways to Use Water Kit© ? Flip Card Style.*** With this version, you can fold or cut the 8.5" by 11" paper in half vertically to use the 10 questions and answers in a 8.5" by 5.5" flip card style.
- The other version is named, ***10 Ways to Use Water Kit© ? Straight Up Style.*** With this version, you leave the pages 8.5" by 11" and staple the pages together.

Both versions feature the same question and answer format, same content and photos, and can be printed on both sides of each sheet of paper. <u>The "Straight Up Style" is easier to print. The directions for it begin immediately below</u>. Directions for the "Flip Card Style" start on page 2.

10 Ways to Use Water Kit© ? Straight Up Style Printing Directions

Open pdf file named *10 Ways to Use Water Kit© ? Straight UP Style.*
Scroll down through the pages to become familiar with the format.

Printing Directions

1. Open the Word file and scroll through the pages to become familiar with the page order.
2. Click on File (upper left corner of screen) and select print.
3. Once the printer screen opens, make sure printer is set to print pages front to back.
4. At this point you can select print and each page will be printed on a separate sheet of paper.

Printing Front and Back Option

1. If you want to print on the front and back of each sheet of paper:
2. Select print odd pages and print.
3. Once printed, sort the pages so that page 2 will print on the back of page 1, 4 will print on the back of 3 and so forth.
4. Orient the pages in the paper tray, so the printer will print on the blank side of the page and the tops of the pages will all be in the same direction. (If you need help with this, refer to "Testing Printer" on page 5.)

Finishing

Double check the order of the pages, to make sure the correct answer follows each question.
Staple in the upper left corner.

10 Ways to Use Water Kit© ? Flip Card Style Printing Directions

1. Open pdf file named *10 Ways to Use Water Kit© ? **Flip Card Style.***
2. Scroll down through the pages to become familiar with the format. The top portion of the first page is correctly positioned upside down.

Duplex Printer Directions (ones that automatically turn pages to print front and back).

1. Click on File (upper left corner of screen) and select print.
2. Once the printer screen opens, make sure printer is set to print pages front to back.
3. Select Properties (Options on some printers).
4. Select *Print on Both Sides*.
5. Select *Flip Pages Up*.
6. Your printer should then automatically turn the pages to correctly to print on both sides in the right orientation.
7. When the document has finished printing, remove it from the printer and make sure all of the pages are lined up evenly on all sides.

Finishing Option 1 – Fold Pages

1. Hold all of the pages together with the first page facing you.
2. Still holding all of the pages together, lay the lower half of the page on a table, desk or other flat surface, while holding the top half upright.
3. Loosely fold the top half of the pages over and, as much as possible, align the top edges of the pages with the bottom edges.
4. Lay one of your hands flat on top of the pages, while you apply pressure to the folded edge to form a crease in the pages.
5. To flatten the pages and improve the creased fold, stack several heavy books on the folded pages.

Finishing Option 1a

Equipment and Materials Needed

Hole punch
2 to 3 small loose leaf binder rings

1. Punch two holes (one on each end) or three holes (one on each end and one in the center) along the top of the front cover about one half inch below the crease.
2. Open a small loose leaf ring, insert through the left hole and close ring.
3. Repeat with remaining hole(s).

Finishing Option 2 – Cut Pages

Equipment and Materials Needed

Paper cutter
Hole punch
2 to 3 small loose leaf binder rings
Laminate sheets (optional)

Directions

1. Keep the pages in the same order as printed.
2. Cut each page in half horizontally.
3. Be sure to maintain the same page order and position, after cutting each page. For example, if you start with page 1 (front and back covers), place the cut halves, covers down on the table, with the cut edges of each half in the center about 1 inch apart. (The top half-page will be blank. The bottom half-page begins with "Ask the Professor."

4. Continuing with each page, cut it in half, flip each half over and position on top of the previous page, keeping the cut edges in the center.
5. When finishing cutting and positioning each half-page, pick up the top stack of half-pages.
6. Flip the half-pages over and lay on top of the bottom stack.
7. Go through the pages to make sure they are in the correct order. The order follows:
   Front cover
   Q. Why is Water a Liquid?
   A. Like other compounds, water can convert between solid, liquid and gas phases…
   Q. What Holds water Molecules Together?
   A. Water molecules interact with each other by forming **hydrogen bonds** …
   Q. How Does Water Boil? How Does Water Freeze?
   A. At sufficiently high temperatures (100?C), the average kinetic energy of water …
   Q. Why Does Ice Float?
   A. There are several ways water forms the highly ordered, 3-D structure, ice…
   Q. How Does Salt Dissolve in Water?
   A. Sodium ions and chloride ions are held together tightly by electrostatic…
   Q. Why Will Oily Substances Not Dissolve in Water?
   A. Many chemical compounds are made of carbon atoms covalently…
   Q. Sugar Has Many Carbons. Why Does It Dissolve In Water?
   A. Although sugar is made of many carbon and hydrogen atoms, it also…
   Q. Why Does Water Form Droplets On An Apple?
   A. In its liquid form, water molecules are pulled in all directions by…
   Q. How Does Water "Go Up" Plants?
   A. Capillary action, the spontaneous rising of water in a tube-like structure…
   Back cover

   Please note: The back of each page noted above is blank.
8. If desired, laminate each half sheet, following the directions with the laminate sheets.
9. Punch two holes (one on each end) or three holes (one on each end and one in the center) along the top of the front cover about one half inch below the cut edge.
10. Open a small loose leaf ring, insert through the left hole and close ring.
11. Repeat with remaining hole(s).

Finishing Option 2 – Cut Pages

Equipment and Materials Needed

Paper cutter	2 to 3 small loose leaf binder rings
Hole punch	Laminate sheets (optional)

Directions

1. Keep the pages in the same order as printed.
2. Cut each page in half horizontally.
3. Be sure to maintain the same page order and position, after cutting each page. For example, if you start with page 1 (front and back covers), place the cut halves, covers down on the table, with the cut edges of each half in the center about 1 inch apart. (The top half-page will be blank. The bottom half-page begins with "Ask the Professor."
4. Continuing with each page, cut it in half, flip each half over and position on top of the previous page, keeping the cut edges in the center.
5. When finishing cutting and positioning each half-page, pick up the top stack of half-pages.
6. Flip the half-pages over and lay on top of the bottom stack.

7. Go through the pages to make sure they are in the correct order. The order follows:
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   A. Like other compounds, water can convert between solid, liquid and gas phases…
   Q. What Holds water Molecules Together?
   A. Water molecules interact with each other by forming **hydrogen bonds** …
   Q. How Does Water Boil? How Does Water Freeze?
   A. At sufficiently high temperatures (100?C), the average kinetic energy of water …
   Q. Why Does Ice Float?
   A. There are several ways water forms the highly ordered, 3-D structure, ice…
   Q. How Does Salt Dissolve in Water?
   A. Sodium ions and chloride ions are held together tightly by electrostatic…
   Q. Why Will Oily Substances Not Dissolve in Water?
   A. Many chemical compounds are made of carbon atoms covalently…
   Q. Sugar Has Many Carbons. Why Does It Dissolve In Water?
   A. Although sugar is made of many carbon and hydrogen atoms, it also…
   Q. Why Does Water Form Droplets On An Apple?
   A. In its liquid form, water molecules are pulled in all directions by…
   Q. How Does Water "Go Up" Plants?
   A. Capillary action, the spontaneous rising of water in a tube-like structure…
   Back cover

   Please note: The back of each page noted above is blank.
8. If desired, laminate each half sheet, following the directions with the laminate sheets.
9. Punch two holes (one on each end) or three holes (one on each end and one in the center) along the top of the front cover about one half inch below the cut edge.
10. Open a small loose leaf ring, insert through the left hole and close ring.
11. Repeat with remaining hole(s).

Finishing Option 2a

Laminate the pages before punching holes and inserting rings.

Non-Duplexing Printer Directions (ones that don't automatically turn pages to print front and back).

1. Click on File (upper left corner of screen) and select print.
2. On printing screen select option to print page back to front
3. Still on the printing screen, locate option for printing on either odd or even pages. Select print on odd pages.
4. When odd pages have printed -- based on how paper feeds into your printer and which side of the sheet it prints on -- you will need to sort and orient the sheets to print correctly. If you are unsure of how paper feeds into your printer and which side of the paper is printed, you can perform the test described on the next page.

Testing Printer

- You can test how your printer feeds and which side of the paper it prints on by taking a blank sheet of paper and writing Side 1 in the middle of one side.
- Then write Top at the top of Side 1 and Bottom on the bottom of side one.
- Flip the page over, as though turning a page in a book.
- Write Side 2 in the middle of the page. Then write Top at the top of the page and Bottom at the bottom of the page. (The tops and bottoms of Sides 1 and 2 should be the same on both sides.)
- Place a blank piece of paper in your printer tray.
- Place the piece of paper you have written on, on top of the blank piece of paper.
- Side 1 should be placed up, so that it faces you.
- The Top end of the paper should be closest to the feeder roller in your printer.
- In a word document type Test 1.
- Then select print. If "Test 1" prints on the blank sheet you will know your printer feeds from the bottom of the stack of paper.
- If so, select print again.
- If the paper feeds from the bottom and prints on the bottom side of the sheet, sort the pages so that pages 1-2 (front and back of sheet) are on the bottom of the stack and the printed side (odd pages) are facing up.
- If the paper feeds from the bottom and prints on the top side of the sheet, sort the pages so that pages 1-2 (front and back of sheet) are on the bottom of the stack and the printed sides (odd pages) are facing down.

5. If the paper feeds from the top and prints on the bottom side of the sheet, sort the pages so that pages 1-2 (front and back of sheet) are on the top of the stack and the previously printed side (odd pages) are facing up.
6. If the paper feeds from the top and prints on the top side of the sheet, sort the pages so that pages 1-2 (front and back of sheet) are on the top of the stack and the previously printed side (odd pages) are facing down.
7. Double check to make sure the pages are in the correct order by using the guide on page 2.
8. When you have finished sorting and orienting the pages, turn the stack so that bottom of the pages becomes the top. (The pages must be turned "top to bottom," so that you achieve the flip card effect.)
9. Select the print front to back option.
10. Select print even pages.
11. When finished printing, sort the pages so they are in the order on page 2 of these directions.
12. You may find it easier to print one page at a time, turning and orienting appropriately.

Finishing Option 1 – Fold Pages

Hold all of the pages together with the first page facing you.

Still holding all of the pages together, lay the lower half of the page on a table, desk or other flat surface, while holding the top half upright.

Loosely fold the top half of the pages over and, as much as possible, align the top edges of the pages with the bottom edges.

Lay one of your hands flat on top of the pages, while you apply pressure to the folded edge to form a crease in the pages.

To flatten the pages and improve the creased fold, stack several heavy books on the folded pages.

Finishing Option 1a

Equipment and Materials Needed

Hole punch
2 to 3 small loose leaf binder rings

Punch two holes (one on each end) or three holes (one on each end and one in the center) along the top of the front cover about one half inch below the crease.
Open a small loose leaf ring, insert through the left hole and close ring.
Repeat with remaining hole(s).

Finishing Option 2 – Cut Pages

Equipment and Materials Needed

Paper cutter
Hole punch
2 to 3 small loose leaf binder rings
Laminate sheets (optional)

Directions

1. Keep the pages in the same order as printed.
2. Cut each page in half horizontally.
3. Be sure to maintain the same page order and position, after cutting each page. For example, if you start with page 1 (front and back covers), place the cut halves, covers down on the table, with the cut edges of each half in the center about 1 inch apart. (The top half-page will be blank. The bottom half-page begins with "Ask the Professor."
4. Continuing with each page, cut it in half, flip each half over and position on top of the previous page, keeping the cut edges in the center.
5. When finishing cutting and positioning each half-page, pick up the top stack of half-pages.
6. Flip the half-pages over and lay on top of the bottom stack.
7. Go through the pages to make sure they are in the correct order. The order follows:
   - Front cover
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   - A. Like other compounds, water can convert between solid, liquid and gas phases…
   - Q. What Holds water Molecules Together?
   - A. Water molecules interact with each other by forming **hydrogen bonds**…
   - Q. How Does Water Boil? How Does Water Freeze?
   - A. At sufficiently high temperatures (100°C), the average kinetic energy of water …
   - Q. Why Does Ice Float?
   - A. There are several ways water forms the highly ordered, 3-D structure, ice…
   - Q. How Does Salt Dissolve in Water?
   - A. Sodium ions and chloride ions are held together tightly by electrostatic…
   - Q. Why Will Oily Substances Not Dissolve in Water?
   - A. Many chemical compounds are made of carbon atoms covalently…
   - Q. Sugar Has Many Carbons. Why Does It Dissolve In Water?
   - A. Although sugar is made of many carbon and hydrogen atoms, it also…
   - Q. Why Does Water Form Droplets On An Apple?
   - A. In its liquid form, water molecules are pulled in all directions by…
   - Q. How Does Water "Go Up" Plants?
   - A. Capillary action, the spontaneous rising of water in a tube-like structure…
   - Back cover
   - Please note: The back of each page noted above is blank.
8. If desired, laminate each half sheet, following the directions with the laminate sheets.

9. Punch two holes (one on each end) or three holes (one on each end and one in the center) along the top of the front cover about one half inch below the cut edge.
10. Open a small loose leaf ring, insert through the left hole and close ring.
11. Repeat with remaining hole(s).

Finishing Option 2a

Laminate the pages before punching holes and inserting rings.