

**Training Events Workbook  
Notes and Tips**

Dear Pilot,

Thank you for downloading this resource! We hope you find it helpful.

This document was originally used at Redbird Skyport, our flight training laboratory in San Marcos, TX. So, you’ll find that many of the locations for the sim and flight lessons are for our local area of central Texas. You might also wonder where we came up with the sim and flight hours – it comes from our own Skyport syllabus. Don’t worry if you’re not in Texas and your syllabus numbers are a little different– that’s why we provided you this resource as a Word document. You are free to edit it as much as you want, to fit the needs of your flight school and your syllabus.

This document is meant to travel easy, even when printed out. You’ll notice that the Word document is formatted to be printed as a small booklet (5.5” X 8.5”). For it to print properly as a booklet, you must choose the option that allows printing on both sides of the paper\*. Otherwise, you’ll have a headache trying to figure out why your booklet pages appear out of order.

If you want it to be 8.5 X 11 per page, save it as a **PDF** and then choose **Fit** under **Paper Sizing & Handling** before printing. That will allow it to scale to a letter size page.

Happy flying,

Team Redbird  
[info@redbirdflight.com](mailto:info@redbirdflight.com)

Microsoft Word Print Settings for Booklet

1. **FILE** > **Print**

2. If your printer supports automatic printing on both sides, under **Settings**, change **Print One Sided** to **Print on Both Sides**. Choose the option **Flip pages on short edge** to avoid printing the second side of each sheet upside down.

If your printer doesn’t support automatic printing on both sides, select **Manually Print on Both Sides**, and feed the pages back to the printer when prompted. To avoid pages from printing upside down, flip the sheets on the short edge of the paper according to your printer’s instructions.