

BOOK or STENO?



Think for a second about how you read a book. When you're done on a page, you turn it over, and your eyes go to the top of the page on the other side.

This is how you can expect BOOK style forms; the header of the page is on the top when you turn the page over.



Now picture a notepad, spiral bound at the top. When you're finished with a page, you grab the bottom and raise it to reveal the next page.

This is how you can expect STENO style forms; the header of the second page is revealed when you lift up the foot of the first page.