Instructions for Printing Brochures

Requirements: Software - Adobe Reader

Paper – 8 ½ x 14 (Legal size)

Format: Double sided

Use the following printing options:

With file open, click the Print icon
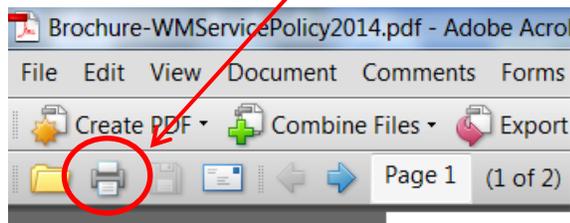
Select current page, the page will display at the right.

This box must be checked.
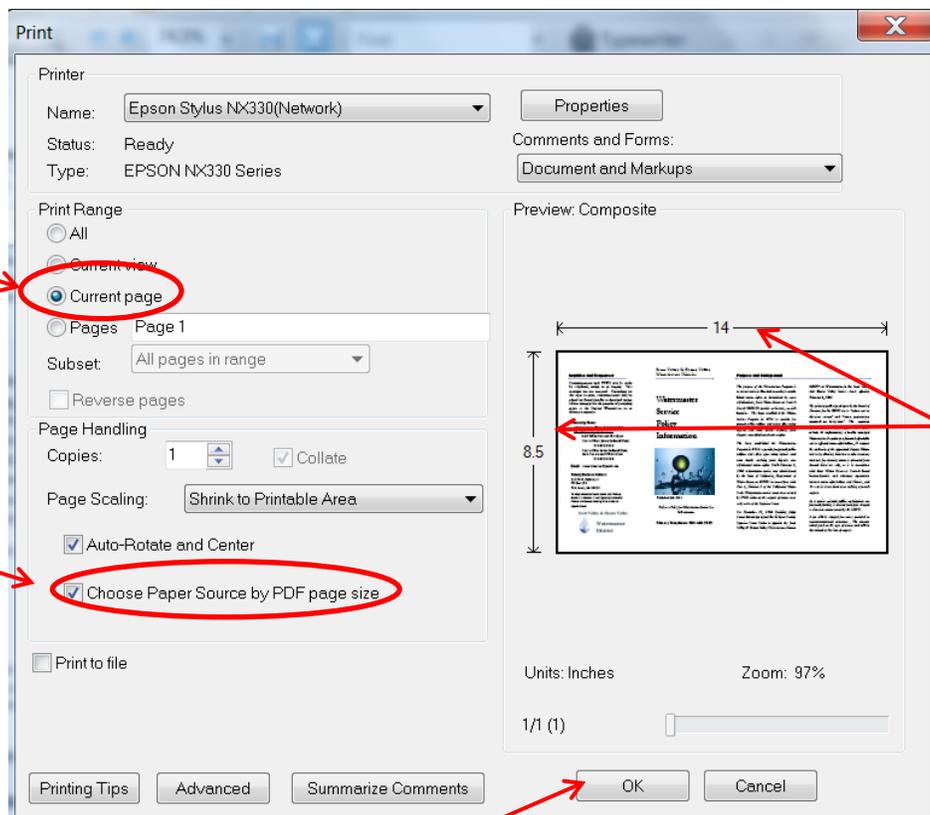
Verify paper size shows 8 ½ x 14, if not, check the box for Choose Paper Source by PDF page size to the left.

CLICK OK TO PRINT

With the outside page facing down (side with picture of water drops), fold in half twice.