

DUCKS AT A DISTANCE

Booklet printing instructions

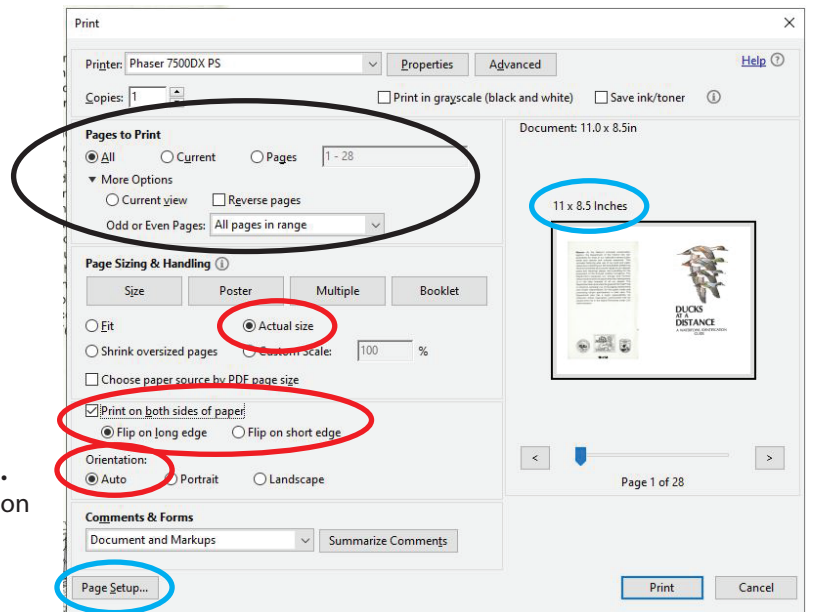
CAUTION: Some printers may have different settings.

1. After opening PDF in Adobe Reader or Acrobat, go to "File" then "Print..."

- If you have a printer that prints on both sides, continue to step 2.
- If your printer only prints one side, go step 3.

2. For printers that print on both sides, make sure your settings are on the following:

- After choosing printer, check "Actual size", "Print on both sides of paper", "Flip on long edge", and under Orientation, "Auto".
(image A, circle in red)
- Check the size of paper being printed to in the preview window. If it shows 11 x 8.5 Inches, proceed to the step 5. If it shows a different size, click on the "Page Setup..." button and proceed to step 4.
(image A, circled in blue)



3. For printers that can only print on one side, follow these instructions:

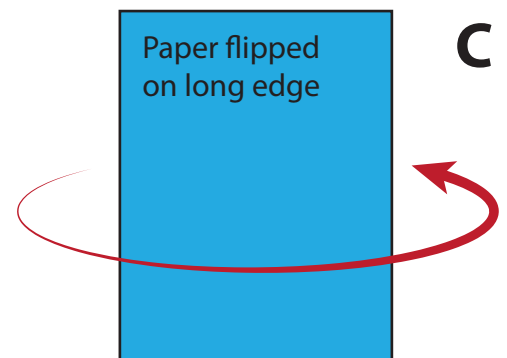
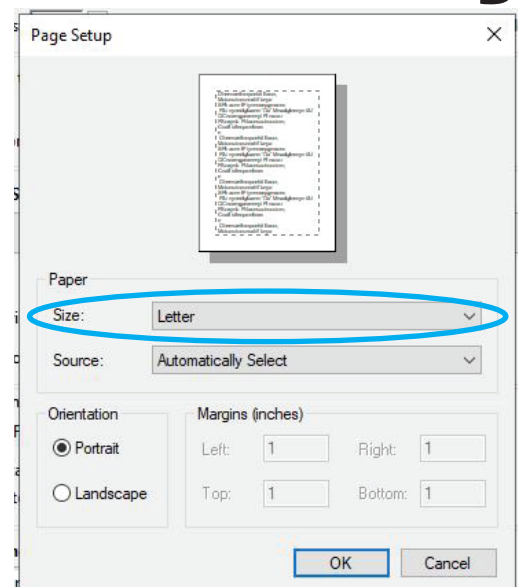
- After choosing printer, check "Actual size" and under Orientation, "Auto".
(image A, circle in red)
- Check the size of paper being printed to in the preview window. If it shows 11 x 8.5 Inches, proceed with the current step. If it shows a different size, click on the "Page Setup..." button and proceed to step 4. Then continue current step.
(image A, circled in blue)
- Two prints will need to be made. In the print window, under "Pages to Print", click the "More Options:" arrow to reveal the "Odd or Even Pages:" option. Choose "Odd pages only" from the dropdown menu. If all other settings are correct, click "Print." When done printing, remove paper, flip along long edge **(image C)** and put back into printer feed tray to print back side of sheets.
(image A, circled in black)
- Go to "File" then "Print...". In the print window, under "Pages to Print", click the "More Options:" arrow to reveal the "Odd or Even Pages:" option. Choose "Even pages only" from the dropdown menu. If all other settings are correct, click "Print." proceed to step 6.
(image A, circled in black)

4. Follow these instructions if paper size needs to be changed and "Page Setup..." button was clicked:

- In the Page Setup window, click on the "Size:" tab and select "Letter" or "8.5x11" depending on the printer. Then click "OK".
(image B, circled in blue)

5. When all settings are correct, click "Print". A total of 14 sheets should be printed on both sides before proceeding to step 6.

6. When done printing, check to make sure pages are in correct order and fold entire booklet in half to 5.5 x 8.5 inches.



A

B

C