<u>Printing Instructions: Tri Fold Double-Sided Brochure</u>

i. Notes:
    1. Consider using a thicker stock of paper when printing the brochures for a more durable end product.
    2. This flyer is designed to print either in <u>U.S. letter size</u> (8.5 x 11 inches) or in <u>A4 format</u> (210mm x 297mm).

ii. Method One: Using Google Drive
    1. Open the file on Google Drive via Google Chrome
    2. Print > Select Printer
    3. More Settings > Two-Sided > Check "Print On Both Sides"
    4. Drop Down Menu > "Flip on short edge"
    5. Select Print
    6. Printers and their settings differ from one another. While these settings may work for one printer, they may not work for another. If the other side of the brochure is printing upside down, ensure the print settings are set correctly. For example, if it's set to "print on two sides: flip on short edge" or "long edge" and it's printing upside-down, check the current setting and choose the opposite option.

iii. Method Two: Using "Preview" (Mac OS)
    1. Open the brochure in Preview
    2. File > Print > Select Printer
    3. Orientation > Horizontal (Landscape) (Sideways Silhouette)
    4. Drop Down Menu (Below Orientation that says "Preview") > Select "Layout" > Click "Two-Sided: Long Edge Binding"
    5. Select Print

iv. Method Three: Using Adobe Acrobat
    1. Open the brochure in Adobe Acrobat
    2. File > Print > Select Printer
    3. Pages To Print > "Pages" Box > 1 (To Print Page 1 Only)
    4. Orientation > Landscape
    5. Select Print
    6. Reinsert the paper into the printer *printed-side-up* and *front cover-side-in*
    7. File > Print > Pages To Print > "Pages" Box > 2 (To Print Page 2 Only)
    8. Select Print
    9. Make sure that your brochure is printed correctly. If your brochure is properly printed on both sides, you can repeat this process with multiple brochures. If the brochure doesn't print properly, try inserting the paper in different directions until the second page of the brochure prints properly.

v. Method Four: If your printer does not support double sided printing.
    1. Print the first page of the brochure.
    2. Remove the paper, and reinsert the paper into the printer *printed-side-up* and *front cover-side-in.*
    3. Print only the second page.

4. Make sure that your brochure is printed correctly. If your brochure is properly printed on both sides, you can repeat this process with multiple brochures at a time. If the brochure doesn't print properly, try inserting the paper in different directions until the second page of the brochure prints properly.
5. If you are printing multiple brochures at a time, simply print "Page 1" for a set number of copies, reinsert all of the pages into the printer at the orientation listed above, and then select print "Page 2" for the same number of copies.