## \*General Printing Directions

Check your printer's manual for specific directions. Most printers now have online manuals or help guides.

Printing the Limited Scope Representation PDF file as a trifold

- With the document open in a PDF application select print.
- A print dialog box will open with choices for setting up your file.
- Start at the top of the box with number 1. Select your printer.
- Number 2 set the document to print all pages
- Number 3 select actual size
- Number 4 check the box to print on both sides of the paper.
- To determine how the document prints on both sides click on the Properties Tab, number 5
- Clicking on the tab opens a new dialog box. Continue to the next page.

Print 5	×
Printer: Select printer Properties Ad Copies: 1 • Print in grayscale (b Save ink/toner	Ivanced Help ⑦
Pages to Print All set to print all pages Current page Pages 1 - 2	Comments & Forms Document ~ Summarize Comments
More Options         Page Sizing & Handling ()         Size       Poster         Multiple       Booklet	Document: 11.0 x 8.5in 11 x 8.5 Inches
<ul> <li>Fit</li> <li>Actual size set to print all pages</li> <li>Shrink oversized pages</li> <li>Custom Scale: 100 %</li> <li>Choose paper source by PDF page size</li> <li>Print on both sides of paper check print both sides of p</li> </ul>	American Scope Representation for Clients         A new Tool for Affordable Legal Services         Mail is affine recently         Problems of the Affordable Legal Services         Mail is affine recently         Problems of the Affordable Legal Services         Mail is affine recently         Problems of the Affordable Legal Services         Mail is affine recently         Problems of the Affordable Legal Services         Mail is affine recently         Problems of the Affordable Affordable         Problems of the Afforda
Orientation: <b>click on the properties button #5</b> Auto portrait/landscape Orientation: <b>click on the properties button #5</b> Landscape	< Page 1 of 2
Page Setup	Print Cancel

Across the top of the box find the tab called Finishing, number 6. This gives a view of the options that control the way the document prints on both sides.

Number 7 Under Document Options, check the box to print on both sides

Number 8 Under Orientation, select Landscape

The diagram shows that the pages will print top to top. Number 7a, leave the Flip Pages Up box unchecked.

Make a test print.

On page 1 number 4 note that below the box that selects both sided printing there are choices for Print on Long edge and Print on Short edge. In general selecting short edge with a landscape orientation prints the pages top to top.

**\*NOT ALL PRINTERS WORK THIS WAY**. This is how one specific printer works and may provide some guidance for working with your own personal printer.

