

*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

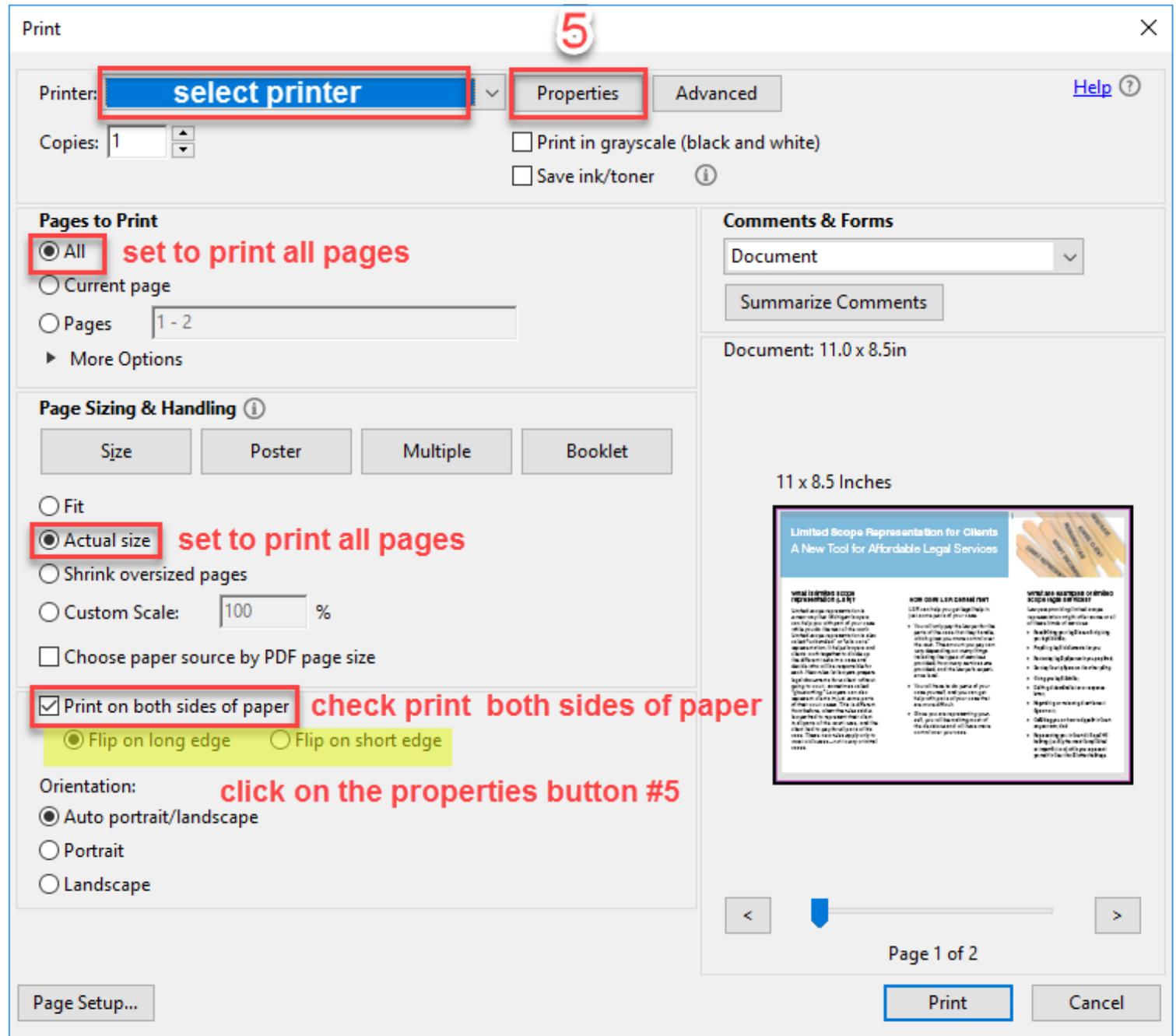
- With the document open in a PDF application select print.
- A print dialog box will open with choices for setting up your file.
- Start at the top of the box with number 1. Select your printer.
- Number 2 set the document to print all pages
- Number 3 select actual size
- Number 4 check the box to 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.

1

2

3

4



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.

