

PRINTING INSTRUCTIONS

- Download your files and open them in Adobe Acrobat Reader. If you do not have this software, you can download it for free at <https://get.adobe.com/reader/>
- Select 'Print' ensuring that you are printing actual size or 100%

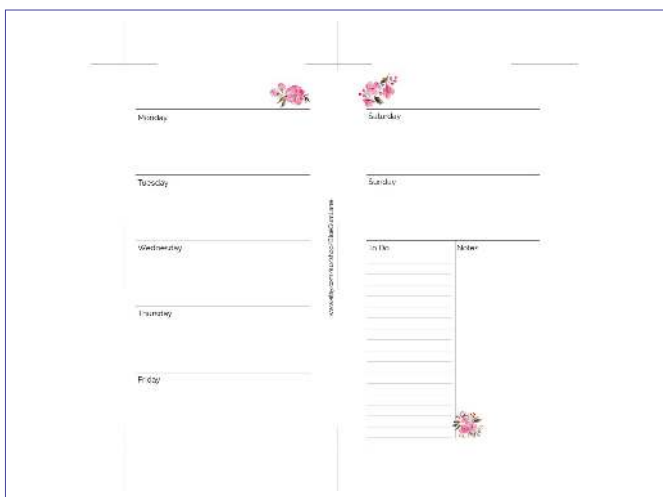
FOR DUPLEX PRINTERS (can print automatically on both sides):

- select 'flip on short edge' if the inserts are landscap oriented
- and select 'flip on long edge' if they are portrait oriented.

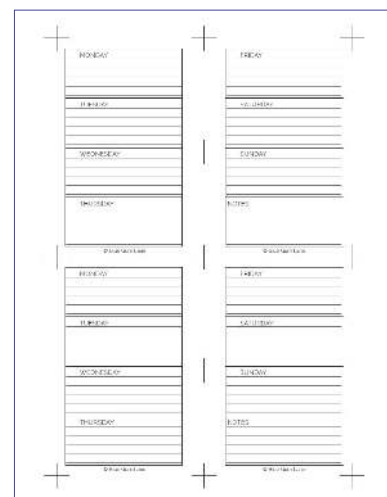
FOR NON-DUPLEX PRINTERS (can only print one side at a time):

You may need to try different ways of placing the paper in the paper tray as each printer's settings are different.

- Print odd pages then put the pages back into the paper tray and print the even pages (or vice versa) - you may find that for one of the sides you will have to check the 'reverse order box'.



Flip on short edge



Flip on long edge

You will find a more detailed set of instructions on my website. Simply hover on the menu 'More Information' and you will see a link there.

You will also find a [video tutorial](#) on that page.

