## **8x11 Print Instruction**

- 1. Choose File. Select Print.
- 2. Select your Printer.
- 3. In Pages to Print section Options will be:
  - All
  - Current Page
  - Pages
- 4. Choose <u>All</u> option to print entire Pamphlet.
- 5. In Page Sizing & Handling Options:
  - Choose: Fit (This ensures the pamphlet text will fit entire 8x11 page.)
  - Optional: Print on both sides of paper
- 6. In the <u>Orientation</u> section:
  - Choose <u>Auto portrait/landscape</u>
- 7. Once all the above numbered options have been completed, the document is ready to print.

Printer: HPLaserJetM602   Properties Ac	dvanced Help 🤇
Copies: 1 Print in grayscale (	(black and white)
Save ink/toner	0
Pages to Print	Comments & Forms
) All	Document and Markups
Current page	Summarize Comments
D Pages  1 - 12	C 1 1250/
More Options	Scale: 125%
age Sizing & Handling ①	8.5 x 11 Inches
Size     Poster     Multiple     Booklet          Fit      Actual size      Shrink oversized pages      Custom Scale: 100      %           Choose paper source by PDF page size      Print on both sides of paper      Orientation:      Auto portrait/landscape	TEXAS STATE-CHARTERED CREDIT UNION DIRECTOR'S GUIDE
D Portrait	
🗇 Landscape	
	Page 1 of 12

## **Booklet Print Instruction**

- 1. Choose File. Select Print.
- 2. Select your Printer.
- 3. Click Booklet option
- 4. Make sure <u>Booklet subset</u> is set to <u>"Both sides"</u>
- 5. Make sure that the option for sheets is as follows:
  - <u>Sheets</u> from <u>1 to 3</u>
- 6. In the Binding there will be the following options:
  - <u>Left</u> [this is the option you will select to print out the CUD pamphlet]
  - Right
  - Left (tall)
  - Right (tall)
- 7. Orientation should be set at Portrait.
- 8. Check the box for Auto-rotate pages within each sheet

Print	×
Printer: HPLaserJetM602   Properties Add Copies: 1  Print in grayscale (I  Save ink/toner (I)	vanced Help ⑦
Pages to Print ● All ● Current page ● Pages 1 - 12	Comments & Forms Document and Markups  Summarize Comments
<ul> <li>▶ More Options</li> <li>Page Sizing &amp; Handling ①</li> <li>Size Poster Multiple Booklet</li> <li>Booklet subset: Both sides </li> <li>Sheets from 1 to 3</li> <li>Binding: Left </li> <li>Orientation:</li> <li>@ Portrait</li> <li>Clandscape</li> <li>✓ Auto-rotate pages within each sheet</li> </ul>	11 x 8.5 Inches
Page Setup	< Page 1 of 6 (1) Print Cancel