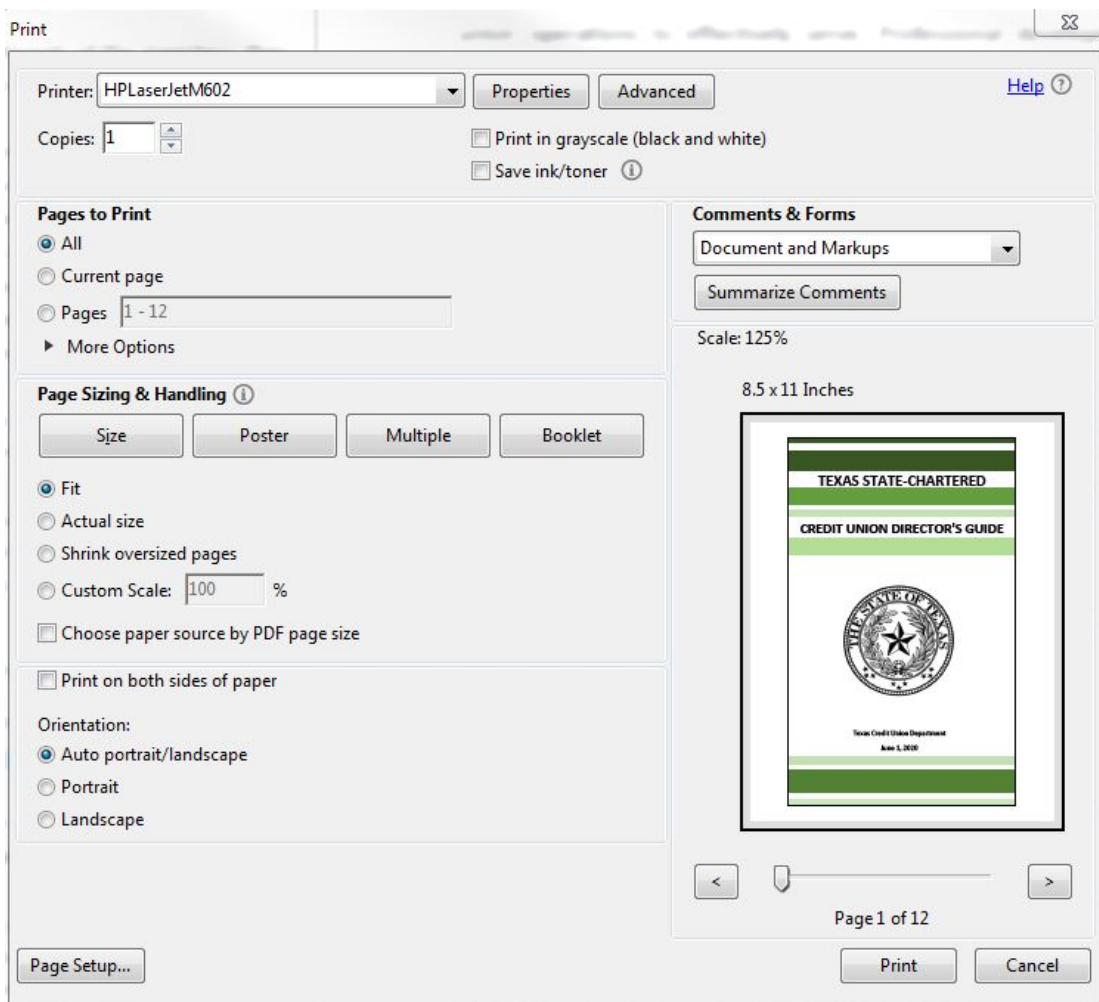


8x11 Print Instruction

1. Choose **File**. Select **Print**.
2. Select your Printer.
3. In Pages to Print section Options will be:
 - **All**
 - **Current Page**
 - **Pages**
4. Choose **All** 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 **Orientation** section:
 - Choose **Auto portrait/landscape**
7. Once all the above numbered options have been completed, the document is ready to print.



Booklet Print Instruction

1. Choose **File**. Select **Print**.
2. Select your Printer.
3. Click **Booklet** option
4. Make sure Booklet subset is set to "Both sides"
5. Make sure that the option for sheets is as follows:
 - Sheets from 1 to 3
6. In the Binding there will be the following options:
 - **Left** [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

