

Brochure Printing Directions:

This brochure is designed to be printed on Legal size paper.

Select to print the PDF file, and click on “Properties” or “Preferences” within your printing menu.

Change the paper size to “Legal” or 8.5” by 14”, and the orientation to “Landscape”.

Select “Fit to page” or “Fit to printable area”

Select “Front to Back” printing, if your printer offers that option. Otherwise, select to print only page 1 (as many copies as needed). Once page 1 has completed printing, load the pages into your printer’s paper tray (reversed) and repeat the process to print page 2 on the reverse side.

Fold into a brochure for distribution to members.