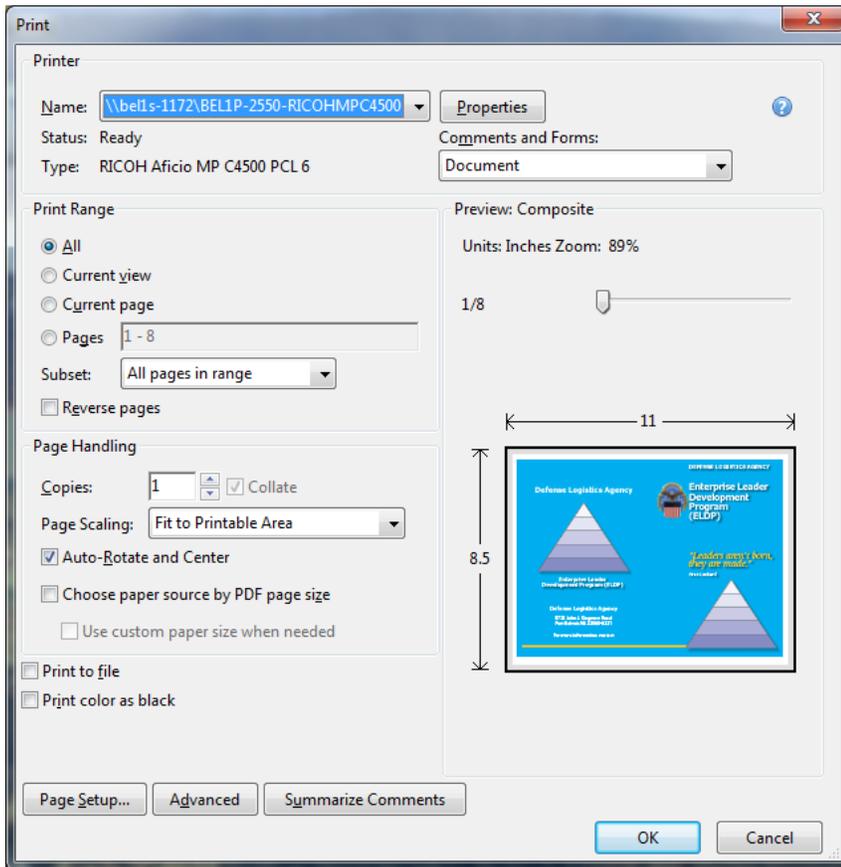


Instructions for Printing of ELDP Brochure in MS Word 2007



Once you open the ELDP Print File in PDF format:

Go to the top of the tool bar in Adobe, far left, and choose Print.

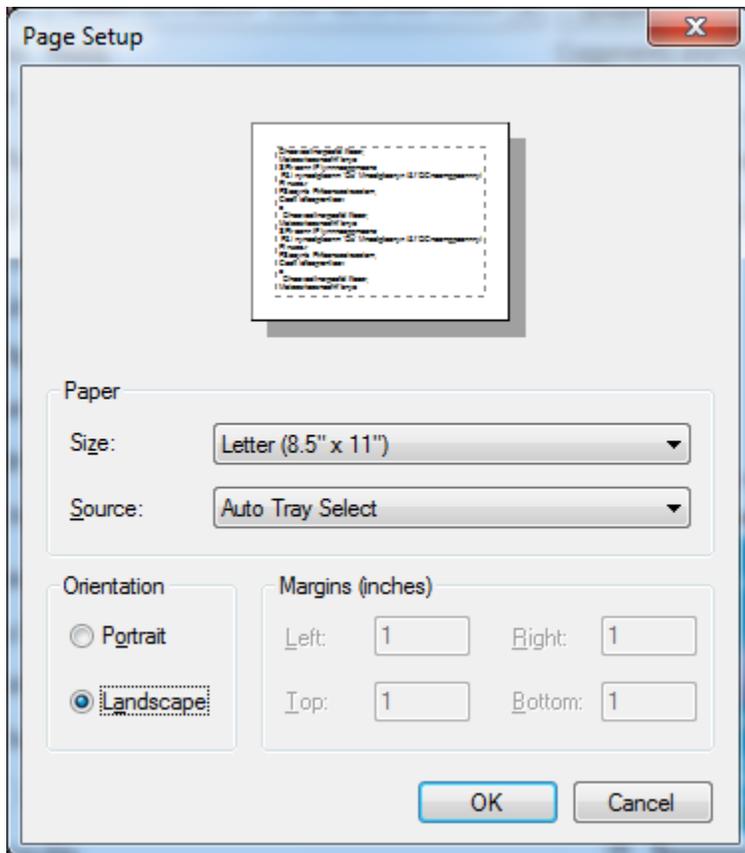
You will see this window (above) appear. From this window, be sure to choose

Print Range All, and with the drop down arrow in the Page Scaling box choose “Fit to Printable Area”

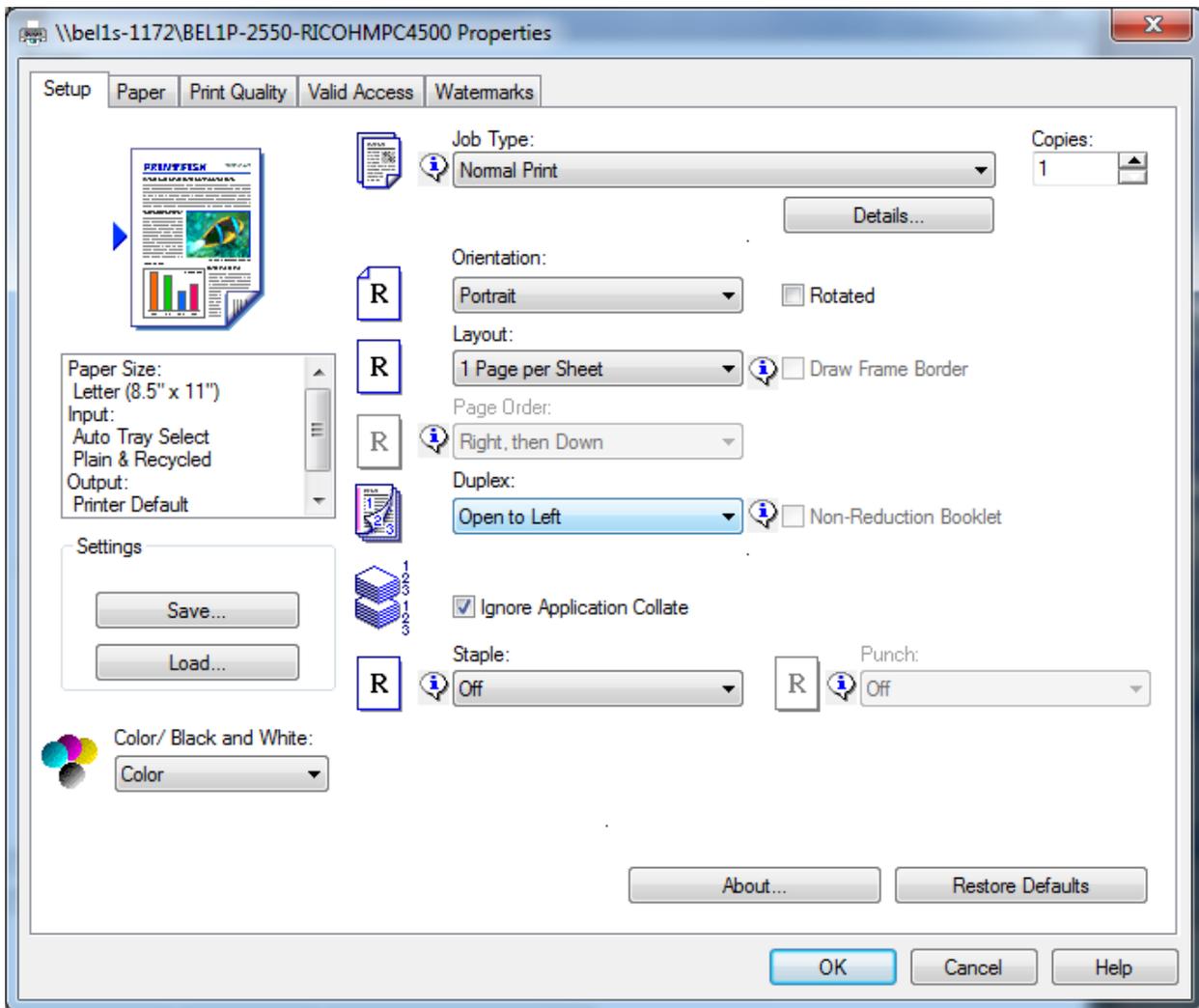
Make sure the Auto-Rotate and Center button is checked.

Then on this same window at bottom choose the Page Setup button. See below.

On the Page Setup window, be sure to check the “Landscape” button and say OK



Then go back to the first “Print” window, choose the “Properties” button located at top center.



Notice the Landscape “Orientation” is already chosen. The important button to choose here so it will print as a booklet, meaning on both sides of the paper, is to make sure the button that says “Duplex” is chosen to “Open to Left”.

Then say OK and print.

Depending on your printer if you can, choose color.

Once the sheets come out they will be in order. Just fold in half with cover art on the outside, and staple on the spine one time.