

## How to print a brochure double-sided

*If you do not have a printer capable of printing double sided, print one side and then manually feed it back into the printer to print the other side:*

- 1) **Open** the PDF.
- 2) Go to **File>Print**
- 3) Under "**Page Scaling**" – make sure "**Shrink to Printable Area**" is selected.
- 4) Next select the "**Properties**" box.
- 5) In the "**Properties**" box, under "**Finishing,**" check "**Print on both sides**" – (if you have this option).
- 6) Also check "**Landscape**" under page "**Orientation.**"
- 7) Click **OK**, as you are done with selections.
- 8) Enter the number of copies you would like to print (it is a good idea to **print a test page** to make sure the document prints properly the first round).