

PRINTING GUIDELINES

Don't Ask, Don't Tell Brochure

Please Note: All printers are different and therefore print options and settings may vary based on your operating system and printer. These guidelines are intended to provide general guidance to print a double-sided, tri-fold brochure.

Printing from Acrobat (with a duplex printer)

1. Open the file called [DADT_Brochure.pdf](#)
2. Go to File > Print
 - a) Name: Select your printer
 - b) Click on Properties
3. In your Properties menu, make the following selections:
 - a) Duplex: Top-Top
 - b) Paper sizes: Borderless 8.5x11in.
 - c) Paper Type: Select the paper you are using
 - d) Print quality: Normal
 - e) Orientation: Portrait
 - f) Paper Source: Automatically Select
 - g) Click on OK
4. In the Print window, review your settings:
 - a) Name: Select your printer
 - b) Print Range: All
 - c) Page Handling - Copies: Select your number of copies
 - d) Page Scaling: Fit to Printable Area
 - e) Auto-Rotate and Center
 - f) Click OK

Printing from Acrobat (without a duplex printer)

1. Open the file called [DADT_Brochure.pdf](#)
2. Go to File > Print
 - a) Name: Select your printer
 - b) Click on Properties

3. In your Properties menu, make the following selections:

- a) Print on both sides manually
- b) Paper sizes: Borderless 8.5x11in.
- c) Paper Type: Select the paper you are using
- d) Print quality: Normal
- e) Orientation: Portrait
- f) Paper Source: Select your manual tray
- g) Click on OK

4. In the Print window, review your settings:

- a) Name: Select your printer
- b) Print Range: All
- c) Page Handling - Copies: Select your number of copies
- d) Page Scaling: Fit to Printable Area
- e) Auto-Rotate and Center
- f) Click OK

Printing Using a Commercial Printer

If you elect to print this brochure commercially at a printer, e.g.: Kinkos, GPO, you will need to contact your vendor for specific information on how they wish to receive the file for production.

The file you need to supply your vendor is [DADT_Brochure_ForPrint.pdf](#). This file is a high-resolution PDF that includes all printer's marks and bleeds. Your vendor will assist you in selecting the correct paper, printing the brochure as well as trimming and folding the brochure for you.