

PRINTING OPTIONS AND INSTRUCTIONS

Multi-Family Recycling Guide

Booklet Size: 5" x 8 ½ "

Option 1: Booklet Printing

Requirement: 2-sided page printing capability

In the Print Menu, apply the following settings:

- Change Print Type to 2-sided
- Change Page Scaling to Booklet Printing

Option 2: Two-up (two pages on one page)

- Change Page Scaling to Multiple Pages per Sheet
- Change Pages per Sheet to the number two

Option 3: Acquire Printing Service

- Take to a retail store that offers printing services
- Ask for booklet printing