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To Print the ENERGY STAR Challenge Folded-Format Brochure:

The folded brochure is designed to be printed double-sided on 8.5x14 inch paper (standard legal size) and folded.

You may need to manually set up double-sided printing, depending on your printer model.

Once printed, fold paper in half to assemble.

To Print the ENERGY STAR Challenge InfoCards:

Choose "Print" from the Acrobat file menu.

In the print window, find the Page Handling section.

Go to the drop-down item "Page Scaling" and choose "None."

Below that, un-check the box for "Auto-Rotate and Center."

Select "OK" to print. After printing, cut out cards along the border shown.

These changes will print the InfoCards at their correct size, and will place the edge of the card against the upper corner of the page to decrease the amount of cutting labor needed.

If settings are not modified, the InfoCards will stretch to fill the page.

To Print the ENERGY STAR Challenge Posters:

Posters are sized to be printed at 24x36 inches for full effect.

If you would like to print the posters on 8.5x11 paper, choose "Print" from the Acrobat file menu.

In the print window, find the Page Handling section.

Choose “Fit to Printable Area” from the Page Scaling drop-down menu. Also check the box below for “Auto-Rotate and Center.”

Select “OK” to print.

To Edit ENERGY STAR Challenge Certificate of Participation:

Open the PDF document with Adobe Acrobat.

Insert relevant information requested in name and date locations.

Once all updates have been completed, choose “Save” from the file menu and save the file to your computer or drive. Print as desired.

To Add Branding to ENERGY STAR Challenge Materials Brochures, Posters, and Print Ad:

Select the co-brandable pieces you wish to use.

E-mail eschallenge@cadmusgroup.com to request the co-branded materials, and attach your logo in a high-resolution format.

For the Print Ad, please also provide the sizes of the publication in which you are planning to place the ad.

An updated, co-branded PDF file will be sent to you for printing or distribution as appropriate.