## **Instructions for Printing of ELDP Brochure in MS Word 2007**

Print	<b>X</b>
Printer	
Name: \\bel1s-1172\BEL1P-2550-RICOHMPC4500 -	Properties (2)
Status: Ready	Co <u>m</u> ments and Forms:
Type: RICOH Aficio MP C4500 PCL 6	Document
Print Range	Preview: Composite
<ul> <li><u>A</u>II</li> </ul>	Units: Inches Zoom: 89%
○ Current view	
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⑦ Pages 1 - 8	
Subset: All pages in range 🗸	
🔲 R <u>e</u> verse pages	K
Page Handling	т
<u>C</u> opies: 1 ♥ Collate	Defense Legistics Agency Enterprise Leader Development
Page Scaling: Fit to Printable Area 🗸	(eLDP)
✓ Auto- <u>R</u> otate and Center	8.5 Contraction and a contraction of the contractio
Choose paper source by PDF page size	Education in Leader
Use custom paper size when needed	Per la mili de monterio Versenderante monterio Versenderante monte
Print to <u>f</u> ile	*
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Page <u>S</u> etup A <u>d</u> vanced S <u>u</u> mmarize Commen	ts
	OK Cancel

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

Page Setup	×
	Non-inductive standard       Non-inductive standard
Paper	
Si <u>z</u> e: Le	tter (8.5" x 11")
Source: Au	to Tray Select 👻
Orientation	Margins (inches)
⊚ P <u>o</u> rtrait	Left: 1 <u>R</u> ight: 1
Landscape	<u>T</u> op: <u>1</u> <u>B</u> ottom: <u>1</u>
	OK Cancel

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

International Content of Content		
Setup Paper Print Quality Valid Access Watermarks		
Job Type: Normal Print Orientation: R Portrait	Copies:	
Paper Size:       Image Der Sheet       Image Der Sheet         Letter (8.5" x 11")       Image Der Sheet       Image Der Sheet         Input:       Image Der Sheet       Image Der Sheet         Auto Tray Select       Image Der Sheet       Image Der Sheet         Plain & Recycled       Image Der Sheet       Image Der Sheet         Output:       Image Der Sheet       Image Der Sheet         Printer Default       Image Der Sheet       Image Der Sheet         Image Der Sheet       Image Der Sheet       Image Der Sheet         Image Der Sheet       Image Der Sheet       Image Der Sheet         Image Der Sheet       Image Der Sheet       Image Der Sheet         Image Der Sheet       Image Der Sheet       Image Der Sheet         Image Der Sheet       Image Der Sheet       Image Der Sheet         Image Der Sheet       Image Der Sheet       Image Der Sheet         Image Der Sheet       Image Der Sheet       Image Der Sheet         Image Der Sheet       Image Der Sheet       Image Der Sheet         Image Der Sheet       Image Der Sheet       Image Der Sheet         Image Der Sheet       Image Der Sheet       Image Der Sheet         Image Der Sheet       Image Der Sheet       Image Der Sheet         Image Der Shee	Frame Border Reduction Booklet	
Settings Save Load Color/ Black and White:	Punch:	
About	Restore Defaults Cancel Help	

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.