

G6PD M-fold Brochure Printing and Distribution Instructions

- 1. Open the G6PD Brochure document on Adobe Acrobat or your PDF viewer app.
- 2. Load the printer with legal size paper.
- 3. Type Ctrl+P (Command+P for Mac Devices) to open the print dialog box.

4. Select the Fit option under Page Sizing & Handling.	rint × Prigter: ApeosPort-V C5576 v Properties Advanced Help ①
5. Tick the Print on both sides of paper, then select Flip on short edge.	⊆opies: Image: Sopies: Image: Sopies:
6. Select the Landscape option under Orientation.	Page Sizing & Handling ① Size Poster Multiple Booklet Shrink oversized pages Choose paper source by PDF page size Print on both sides of paper Plip on long edge Plip on long edge Plip on long edge Bundscape
7. Click the Page Setup to	Comments & Forms Page 1 of 4 Document and Markups Summarize Comments Page Setup. Print

- 8. This will open the page setup dialog box, select the **legal** size under Paper, then click OK.
- Click the Advanced button. This will open the Advance Print Set-up dialog box. Click Marks & Bleeds. Tick off the Bleed Marks. Then click OK.





- 10. Finally, click **OK**. The 4-paged brochure should be printed on two back-to-back pages.
- Cut-out the bleed marks then fold the paper following the page numbers. The final output should look like this.

