

Printing directions for the Homeless Resource Guides.

1. Click on the **Print** tab.
2. Select **Choose Paper Source by PDF Page size** under **Page Scaling**. If the **Auto-Rotate and Center** box is selected, uncheck it.
3. Select **Fit to Printable Area** under **Page Scaling**.
4. Next click on **Properties Tab**.

5. Under **Basic** tab select the following:
 - Select **Letter (8 1/2x14”)** under **Original Paper size**.
 - Select **Same as Original Size** under **Print Paper Size**.
 - Select **Auto** under **Paper Source**.
 - Select **Portrait** under **Orientation**.

6. Under **Finishing** tab select the following:
 - Select **2-Sided Printing**
7. Select the horizontal layout for the 2-sided printing.

NOTE: Please note that these instructions will vary depending on the type of printer you are using. Keep in mind that the resource guide is a quad-fold, double sided guide that should easily fit in the palm of your hand. Each print will produce two copies of the guide: one from the top and one from the bottom half.