

## Double sided printing instructions for half fold brochure\*

- For rear paper feed printers:



- Select “print” option
- Set options to print odd pages only (this will cause only the first page to print.)
- Print as usual
- Allow ink to dry completely
- Flip page from bottom to top (NOT from side to side) and place back into the paper feed.

(Example: in the graphic to the left, you will pick up the front end of the page – where the little girl's shirt is, and place it in the feed with the picture facing backward – and upside down – long end to long end. Do not flip the page from left to right or right to left. This will cause the text on the opposite side to print upside down.)

- Select “print” option
- Set options to print even pages only (this will cause only the second page to print.
- Print as usual
- Allow ink to dry completely
- Fold page in half, with the title appearing on the front cover.

- For front paper feed printers:



- Select “print” option
- Set options to print odd pages only (this will cause only the first page to print.)
- Print as usual
- Allow ink to dry completely
- Place page in paper feed tray EXACTLY as it came out of the printer. (DO NOT FLIP OR ROTATE PAGE.)
- Select “print” option

- Set options to print even pages only (this will cause only the second page to print.
- Print as usual
- Allow ink to dry completely
- Fold page in half, with the title appearing on the front cover.

**\*Please note: We recommend using Mid or Heavy weight paper for double sided printing in order to prevent show-through. However, if you choose to use standard weight paper for printing, please select the “Economy/Fast/Draft” option (depending on your printer model) for printing in the “Preferences” tab when prompted to print.**