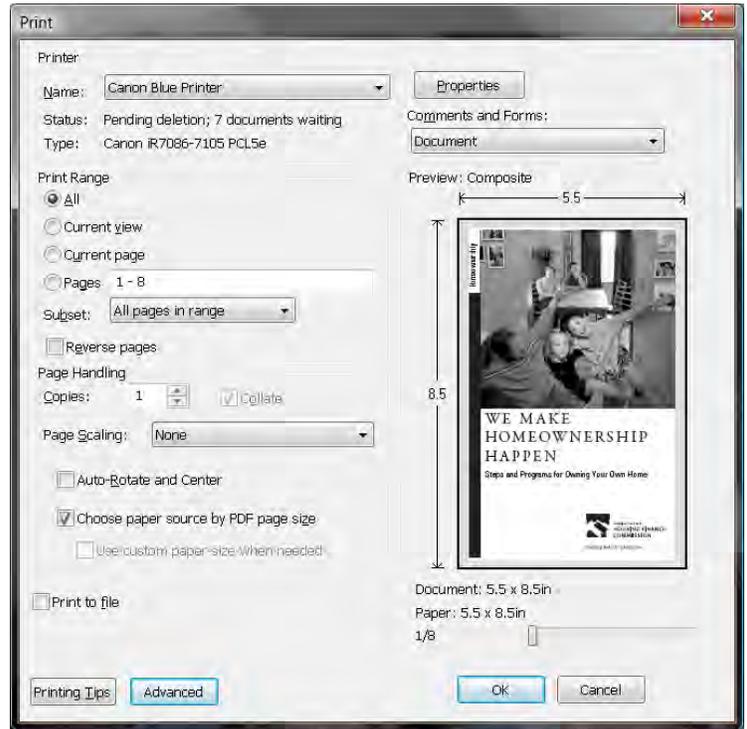


## Printing WSHFC Homeownership brochures

### Open brochure pdf >file>print

When the printer opens:

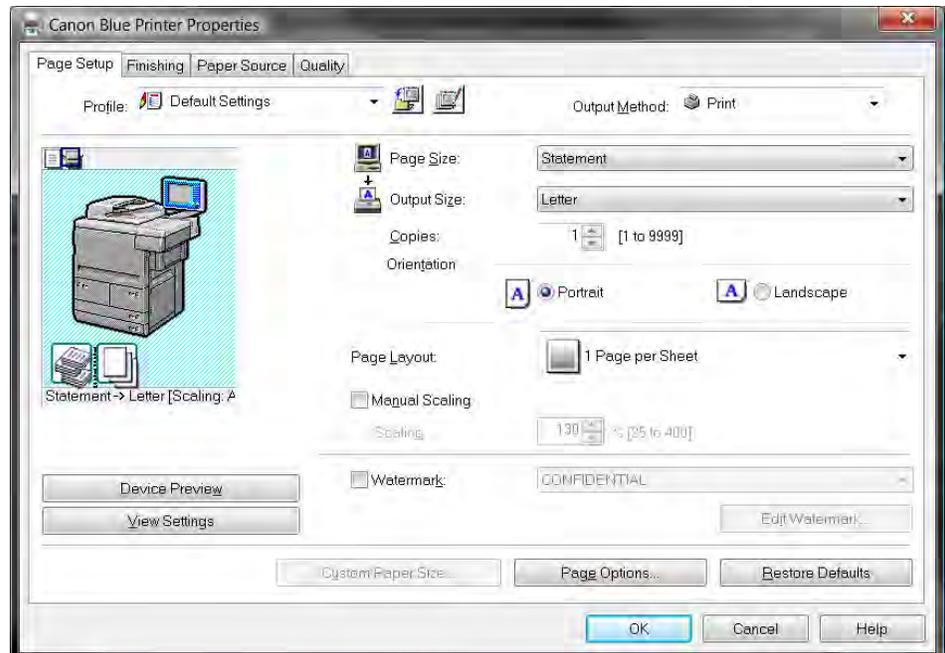
- choose your printer
- under “Page Scaling” choose “None”
- make certain “Auto Rotate” is not selected
- Make certain the “Choose Paper Source by PDF Page Size” is selected



### Now click on Properties tab

From within the “Properties” window:

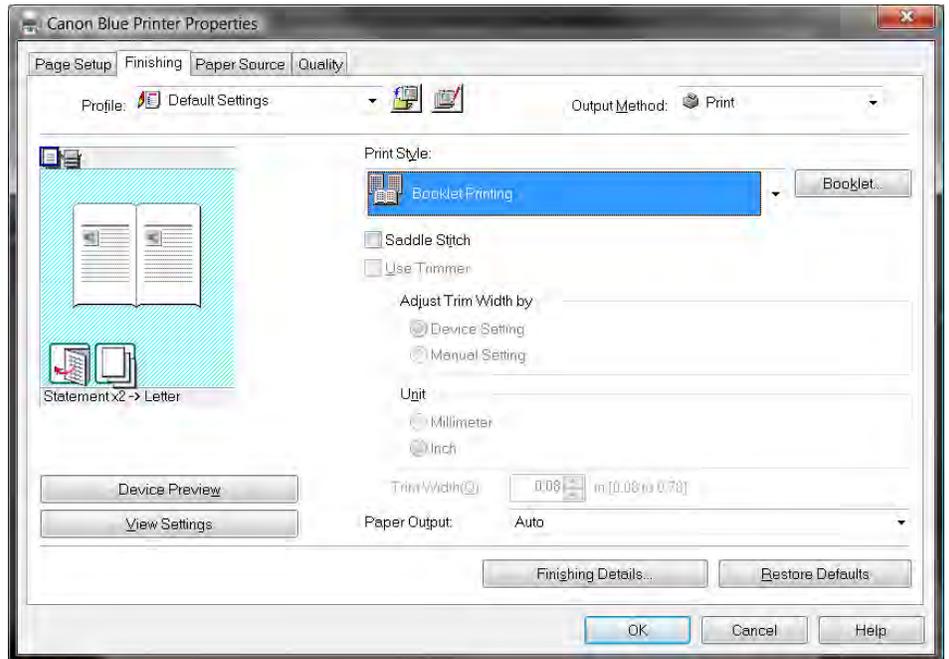
- set the “Page Size” to “Statement”
- set “Output Size” to “Letter”



**Now click on “Finishing” tab**

From within the “Finishing” window:

- set the “Print Style” to “Booklet”
  - if your printer has a side stapling unit you can select “Saddle Stitch”
  - if your printer doesn’t have a stapling unit do not select saddle stitch
- \*note – you will need to fold them after print is complete



**Now click on “Paper Source” tab**

From within the “Paper Source” window:

- select the location you want the paper to be pulled from – most printers have Auto, Stack Bypass, and drawer options
- if you get a printer error, you may have to print from a different location (drawer, stack bypass, auto) or change the paper size to letter if you’re trying to print from a drawer with legal size paper
- now hit “OK”

