

# How to Print the Quick Reference Guides

The instructions below outline how to print a Print Ready version of the Quick Reference Guides.

*Please note: Most printers have different print options. It is advisable to run one test print to ensure that the document will print as expected.*

- **Step 1:** Choose **File>Print** to open the print dialog window.
- **Step 2:** Choose your printer from the Printer drop-down menu.
- **Step 3:** Choose **1 copy** to be printed.
- **Step 4:** Under Page Sizing and Handling, choose **Shrink oversized pages**. This option will ensure that all content appears on the page and is not cut off. *Please note: Due to the nature of in-house printing, the document will always contain a white built-in border.*
- **Step 5:** Check the box that reads **Print on both sides of paper**.
- **Step 6:** Check the box that reads **Flip on short edge**.
- **Step 7:** Print.

*Example of possible print dialog window:*

