

DPC Nashville By-Laws  
Booklet Printing Instructions

1. Click on DPCNBylaws2011bookletSide1.pdf to open the Adobe Print manager.
2. Click on Page Setup and select Orientation: Landscape. Click OK
3. Select Page Scaling: Fit to Printable Area
4. Click OK
5. Close the Adobe print manager if it doesn't automatically close.
6. Close the document

After the front sides have finished printing, pick up the stack and without turning or changing the page order, put the stack in the paper feed tray.

1. Click on DPCNBylaws2011bookletSide2.pdf to open the Adobe Print manager.
2. Click on Page Setup and select Orientation: Landscape. Click OK
3. Select Page Scaling: Fit to Printable Area
4. Click OK
5. Close the Adobe print manager if it doesn't automatically close.
6. Close the document

After the back sides have finished printing, print the booklet cover. I usually use a heavy colored paper for the cover.

1. Click on Bylawsbooklet.pdf to open the Adobe Print manager.
2. Click on Page Setup and select Orientation: Landscape. Click OK
3. Select Page Scaling: Fit to Printable Area
4. Click OK
5. Close the Adobe print manager if it doesn't automatically close.
6. Close the document

You can now staple and fold the pages into a booklet.