

Printing from **Microsoft Word**:

Path: File > Print > Settings > “Print one-sided” > **change to** “Print on Both Sides-
Flip pages on short edge”

Note: when in the printing menu, you must change the default setting for one-sided printing to both sides, and specifically flipping pages based on the short edge, otherwise the printer will print pages upside down on the reverse side.

If instructions are correctly followed, the pages will come out ready to fold in the correct order and orientation.

Printing from **Adobe Acrobat** (if you convert the word file to a PDF for printing):

Path: Print > Orientation: **set to** Landscape > More settings > Duplex printing: **set to** “Print on two sides flip on short edge”

Document edits:

Additional logos or images may be added to the file; however, you should pay close attention to how each additional image impacts the position of the text. If the image or other file is large enough, it may be advisable to right-click the image and select “Wrap Text > Tight” after placing, to minimize impact on the rest of the document. If other sections of the document are displaced due to an additional image, re-aligning the text can be done simply by backspacing or using the enter key to add or delete blank lines.