

INSTRUCTIONS TO PRINT PDF VERSIONS

In Acrobat Reader:

- 1) **Open** the Document;
- 2) Under File, go to your **Page Setup**;
- 3) Make sure the paper size is set for “Legal” or “U.S. Legal”;
- 4) Make sure the “Booklet” box is not checked;
- 5) Select “Print” to open the **Print** dialog box;
- 6) There should be a pull-down menu displaying “General.” Click here and select Acrobat Reader 4.0 or Acrobat 4.0;
- 7) Under the Print Method pull-down menu, select “Print as Image”;
- 8) You should now be able to print... make sure you have legal sized paper in your printer.