

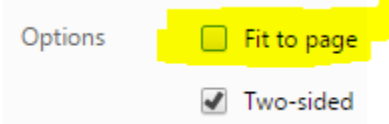
Printing Tip for Clients Rights Brochure

When getting ready to print the brochure, please do the following steps:

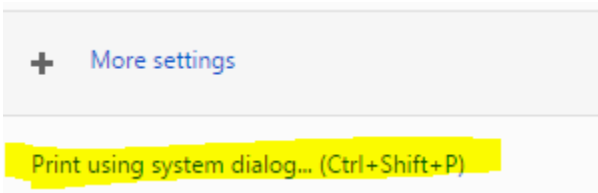
- 1) Click on the **Printer** icon option from the right hand side



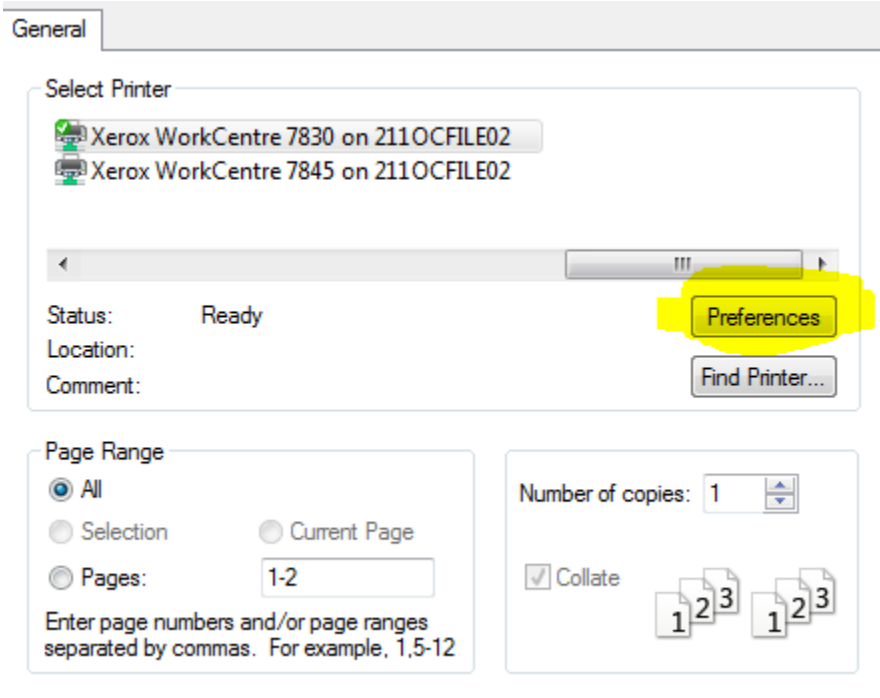
- 2) The Print option will pop-up. Under the **Options** de-select **Fit to page**



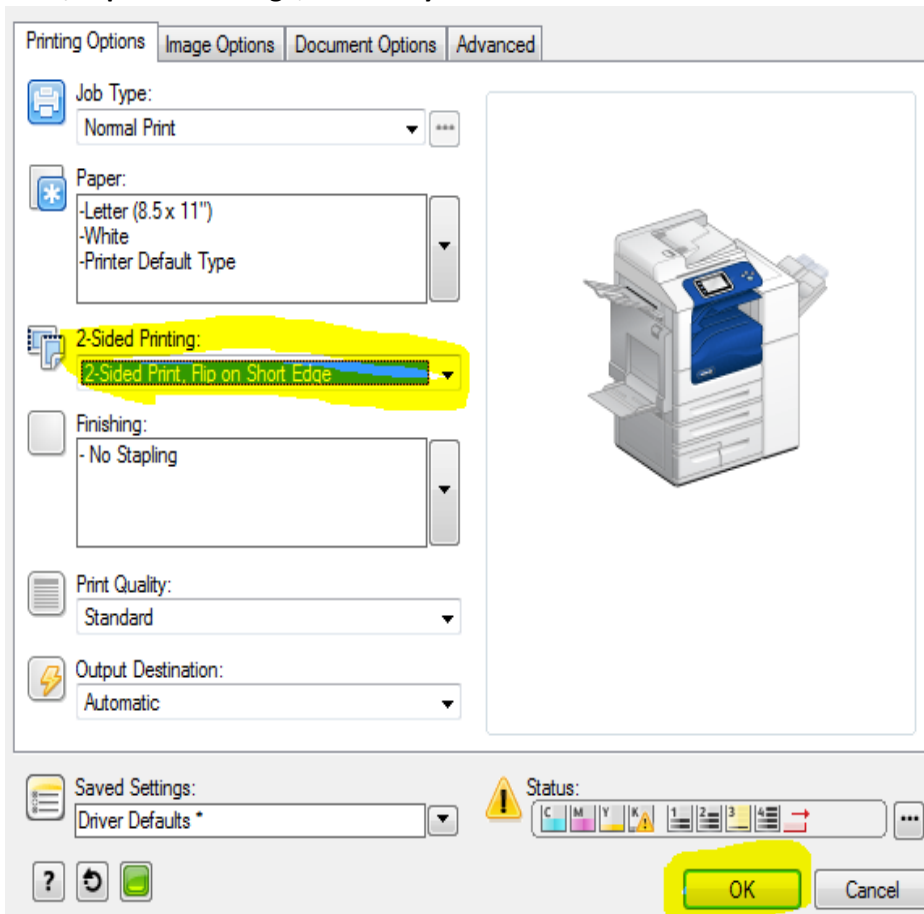
- 3) Towards the bottom of the dialog screen, click on “**Print using system dialog....**” Under the below **+ More settings**



- 4) Click on **Preferences** button (ensure that you have the right printer selected)



- 5) Under the Printing Options go to the "2-Sided Printing:" and select from dropdown **2-Sided Print, Flip on Short Edge**, then **Okay**



- 6) Click on **Print** to print the Clients Rights Brochure. You can also enter the number of brochures you would like to print under the **Number of Copies**.

