## Instructions for Printing 11" x 17" Folio PDFs

In Adobe Acrobat, when you open a folio that is designed to be printed on  $11^{"} \times 17^{"}$  paper, and then folded in half, it can look a little strange. This example shows one side of the PDF – when it is folded in half, it forms the front and back of the folio. The other side (not shown) of the PDF forms the inside pages.

Print



## To print

1. Open the PDF,

2.	Choose File, Print.	Printer: \\HQOLYMPS05\FA-Budget-3A14-Color2 V Properties Ad Copies: 1 Print in grayscale (	vanced Help 🕢
		Pages to Print	Comments & Forms
The Print Dialog Box opens.		All     Current page	Document
Depending on the printer, your dialog		⑦ Pages 1-2	Summarize Comments
box may look a little different from this		More Options	Scale: 97%
illustration:		Page Sizing & Handling  Size Size Poster Booklet Booklet	
		Fit	17 x 11 Inches
1.	Choose to print on both sides of the	C Actual size	
		Shrink oversized pages     Custom Scale: 100 %	
	paper,	Coston State 100 78	
		Print on both sides of paper	
2.	Flip on short edge.	Circum Son Board and Son Paper	
		Orientation:	
		Auto portrait/landscape	
		Portrait     Candscape	
		Lanuscape	
			Page 1 of 2
3.	Choose Page Setup	Page Setup	Print Cancel
4.	Change the size of your paper from its default (letter size) to		

11" x 17"

Once printing is complete, simply fold the folio in half.

IF YOUR PRINTER DOES NOT HANDLE 11" x 17" PRINTING AND YOU PREFER TO PRINT THE FOLIO IN 8 1/2" x 11" FORMAT, email <u>WixsonY@wsdot.wa.gov</u>, specify the folio(s) need, and she will email you the alternate format.

