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.

