

Instructions on how to print brochures

1. Go to print on the document, click on properties, click on Page Set-up and then click on landscape.
2. Under Finishing, go to print style and choose 2-sided printing.
3. Under Finishing, go to binding location and choose "short edge left."
4. Once printed, fold the brochure in a trifold with the "Where do I go for help?" page on the back of the brochure.