Printing & Folding Guide for
"Don't Flush It! Volume 1: Cloggers!"

Thank you for helping to display and distribute this, the first of four Water-wise Communities brochures! You are helping your community save money and protect the environment. This guide will apply to most printer brands, but if you have any problems, contact Daniel Hecht at (802) 595-0997 or dan.hecht@gmwea.org!

1. The brochure uses both sides of a single sheet of letter-size, 8.5" X 11" paper. It can be printed on any home/office inkjet or laser printer, or it can be printed commercially.

2. 20-lb. paper works, but heavier weights – 28 lb. or 32 lb. -- look much better. (Commercial printers will probably opt for heavier paper.) Be sure to use paper designed for your type of printer! Laser printer paper doesn't work well in inkjets, and vice versa.

3. Color printing has much more impact, but the brochure will still be legible in black and white.

4. The brochure has been e-mailed to you as a PDF attachment to an e-mail message. "Cloggers! FULL BROCHURE" includes both sides of the brochure in a single, two-page document. It can be printed on printers with automatic two-sided/duplex function as well as printers that can't automatically flip pages.

5. If downloading from online, DO NOT print from the download window! Save the PDF to your computer, then use your printer's or computer's dialogue boxes/dashboards.

6. The print command dashboards in Windows and Mac/Apple computers are different in appearance. See below for instructions for both.

7. If you are using a Windows computer, and your printer CAN automatically print two-sided documents, open "Cloggers! FULL BROCHURE" and select "Print."
   - At "Pages to Print," select "All."
   - Select "Shrink oversized pages."
   - Select "Print on Both Sides," then "Flip on Short Edge."
   - Be sure to check your "Print Preview" to confirm correct alignment and border width (see following page).
   - The brochure is laid out in "Landscape" format; most printers will automatically select the right format.
   - Always print a test run of one or two copies before printing lots of them!
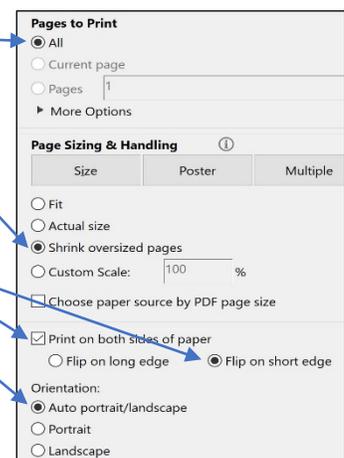

- See following page for single-sided printing instructions and tips on correct page alignment. See page 3 for folding tips.

If printed correctly, the brochure will have a white border of about 3/16th to 1/4 inch around all the edges. If the text or image is clipped anywhere, or if the border is too wide (this can throw off folding), see below for alignment tips.

8. If you are using a Windows computer and your printer CAN'T automatically print two-sided documents, open the PDF, then:

- Making sure that only the first page is visible on your computer screen, select "Print."
- At "Pages to Print" select "Current page." (Or, to be super safe, select "Pages" and choose "1 to 1.")
- Select "Shrink oversized pages."
- The brochure is laid out in "Landscape" format, but most printers will automatically select the right format.
- Be sure to check your "Print Preview" to confirm correct alignment on the paper (see examples on this page).
- Always print a test run of one or two copies before printing lots of them!
- If your test copies look good, print the number you desire in runs of, say, 50. Then – making sure to orient the pages so that both sides have the same top and bottom – put them back into the tray.
- On your computer screen, scroll to the brochure's second page ("Fats, Oils, & Greases"). In "Pages to Print," select "Current page" (Or "Pages" and "2 to 2").
- Select "Shrink oversized pages," and, under "Orientation," either "Auto portrait/landscape" or "Landscape." Print a run of the same number.
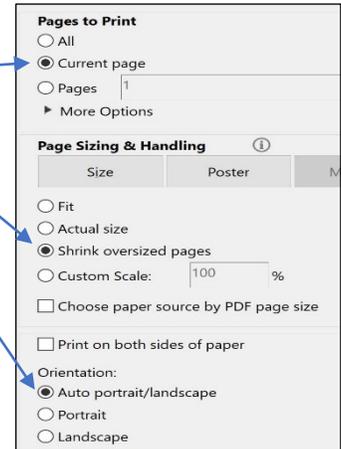
- If you don't often print two-sided documents, experiment with the orientation of the pages you place back in the tray so that the tops of both sides are correct.
- Read about page alignment, below, before you print, and always print a test run of one or two copies before printing lots of them.

9. Alignment: Printed correctly, there should be a white border about 3/16th to 1/4 inch wide around the image areas on both sides. The PDF is exactly the right size and should not need to be adjusted.

- If text or images are clipped when you print, or if the borders are bigger than about 3/16th to 1/4 inch, experiment with the print commands. Try a page using "Fit" or "Actual size" (see print dashboards above). Avoid printing with too wide a border – it will throw off folding.
- If your image/text is still clipped, or the border is too big, select "Custom scale" and shrink or enlarge the image until the border is just right and all the image/text appears.
- **Contact Daniel Hecht at dan.hecht@gmwea.org or (802) 595-0997 if you have problems with alignment!**
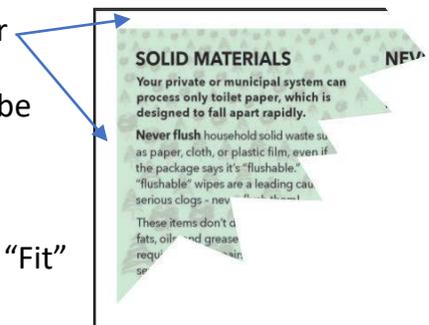
10. If you are using an Apple/Mac computer, and your printer CAN automatically print two-sided documents, open the PDF, go to "File" and select "Print."
- At the print dashboard, select "Two-Sided"
- Under "Pages," select "All."
- At "Orientation," select the sideways image.
- Open the field below that image, and from the drop-down choices, select "Layout."
- Open the field "Two-Sided," and select "Short-Edge Binding."
- Always print one or two test copies to test your settings; check the width of the white border. If too wide or narrow (see examples on page 2), adjust the border in the field titled "Border."
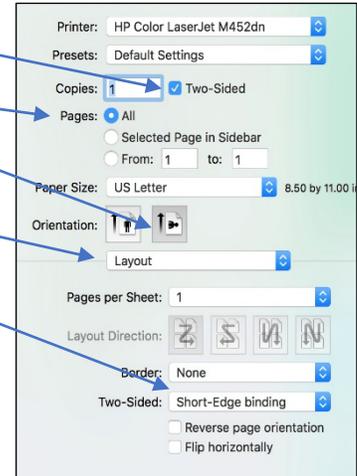
11. If using an Apple/Mac, and your printer CAN'T automatically print two-sided documents, open the PDF, go to "File," and select "Print."
- At the print dashboard, DON'T select "Two-Sided"; instead, at "Pages," select "Selected Page in Sidebar" (the image of the page will be displayed to the left of the dashboard). Or, select "From" and specify "1 to 1."
- Your "Orientation" selection won't matter.
- Select "Scale to Fit, then "Print Entire Image." This will automatically give you the right border around the page.
- Always print one or two test pages to check the image's placement on the paper and the white border.
- If text or image is clipped, or if the border is wider than ¼ inch, try again, selecting "Scale" and enlarging or shrinking the image by a % that results in a 3/16-inch border all around the page.
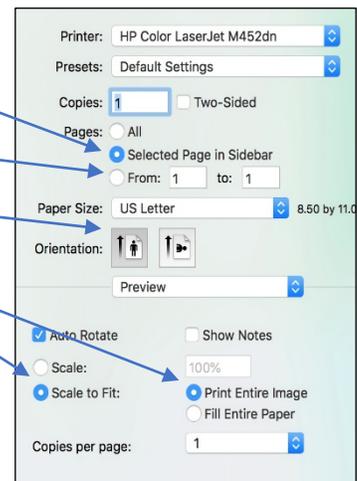
12. Folding: The brochure should be folded into three equal panels – a "C-fold," not a "Z-fold."
- If your printer has a folding function, adjust folding controls so that the cover page creases exactly at the point where the darker green meets the lighter green.
- If folding by hand, start by folding the cover panel along the line where the darker green meets the paler green. Then, with the inside page facing you, fold the right paper edge so that it tucks right into the first crease you made.
- When properly folded, the right edge of the cover page will align with the right-side folded edge of the "Solid Materials" panel.