



Emerging Tech Zine



Printing Instructions

Follow these instructions to print the zine as a half page, double-sided booklet with the **Booklet Print** file with your preferred PDF reader. If you only want to view the file, please see the **Digital View** file.

Preview (Mac)

1. Open the file in the *Preview* on a Mac device.
2. Go to *File > Print*.
3. When the *Print* window opens, adjust the settings to reflect those shown on the right. They are also listed below:
 - a. Print in Color → Off or On (depending on your preference)
 - b. Double-sided → On
 - c. Paper Size → US Letter
 - d. Orientation → Portrait
 - e. Scale to Fit → Fill Entire Page
 - f. Copies per Page → 1
4. Click *Print*.

A screenshot of the Print dialog box in the Preview application on a Mac. The dialog shows settings for an HP OfficeJet Pro 9010 series printer. The 'Copies' section is set to 1. The 'Pages' section has 'All 10 Pages' selected. The 'Print in Color' toggle is turned off. 'Double-sided' is set to 'On'. 'Paper Size' is 'US Letter 8.50 by 11.00 inches'. 'Orientation' is 'Portrait'. The 'Preview' section at the bottom shows 'Auto Rotate' checked, 'Scale to Fit' selected, and 'Print Entire Image' selected. 'Copies per page' is set to 1.

Printer: HP OfficeJet Pro 9010 series

Presets: Default Settings

Copies: 1

Pages:
☒ All 10 Pages
☐ Selection in Preview
Range from 1 to 1
☐ Selection
Select pages from the sidebar

Print in Color: ☐

Double-sided: On

Paper Size: US Letter 8.50 by 11.00 inches

Orientation: ☒ Portrait ☐ Landscape

Preview

☒ Auto Rotate ☐ Show Notes

☐ Scale: 97%
☒ Scale to Fit: ☒ Print Entire Image
☐ Fill Entire Paper

Copies per page: 1

Adobe Reader (PC or Mac)

1. Open the file in *Adobe Reader* on your device.
2. Go to *File > Print*.
3. When the *Print* window opens, adjust the settings to reflect those shown on the right. They are also listed below:
 - a. Print in Grayscale → Check or Uncheck (depending on your preference)
 - b. Pages to Print
 - i. More Options → Reverse pages, All pages in range
 - c. Page Sizing & Handling
 - i. Size (not booklet!)
 - ii. Fit
 - iii. Print on both sides of paper, Flip on long edge
 - iv. Orientation → Landscape
 - d. Comments & Forms
 - i. Document
4. Now we need to adjust the paper size to borderless so it prints correctly. Click *Printer...* in the bottom left corner. When that window opens, scroll down and only adjust the settings below:
 - a. Scale to Fit Paper Size → Check
 - b. Destination Paper Size → Click the dropdown
 - c. Loaded Papers → US Letter Borderless
5. Click *Print*. This will take you back to the main *Print* window.
6. Click *Print*.

