

## Child Care Consumer Education Publication Printing Guide

Use these tips to help you successfully print the consumer education publications.

### Printer Settings

- ✓ All of the publications are designed to be printed on legal size paper (8.5 x 14 in)
- ✓ Select “Print on both sides” with the option to “Flip on the **short edge**”
- ✓ Ensure both margins and scale are set to “Default”

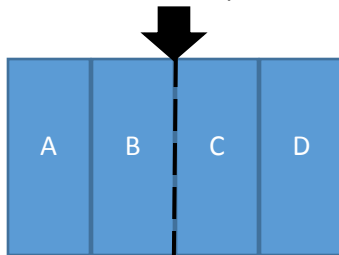
More settings ^

Paper size	8 1/2x14
Pages per sheet	1
Margins	Default
Quality	600 dpi
Scale	Default
Two-sided	<input checked="" type="checkbox"/> Print on both sides
	<input type="checkbox"/> Flip on long edge
	<input checked="" type="checkbox"/> Flip on short edge
Options	<input type="checkbox"/> Background graphics

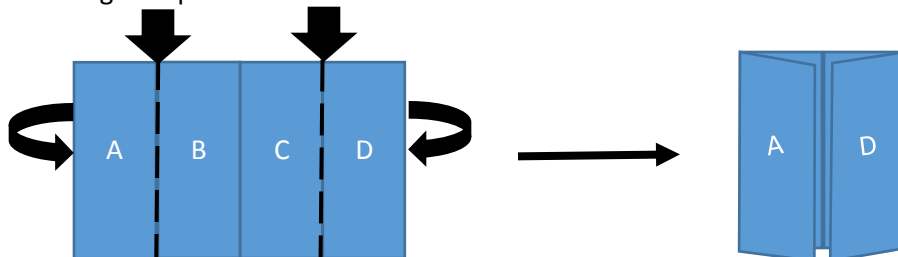
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### Folding Instructions: Double Gate Fold

- ✓ Lay printed brochure flat with the inside panels facing up (title panel will be face down). Fold on the dotted line between panels B and C, and crease. Lay flat again with inside panels facing up.



- ✓ Next, fold the two side panels (A and D, below) inward on the dotted lines, and crease. The outer edges of panels A and D should meet at the middle crease.



- ✓ Fold in half once more to complete the double gate fold. The title panel will be at the front when the fold is complete.