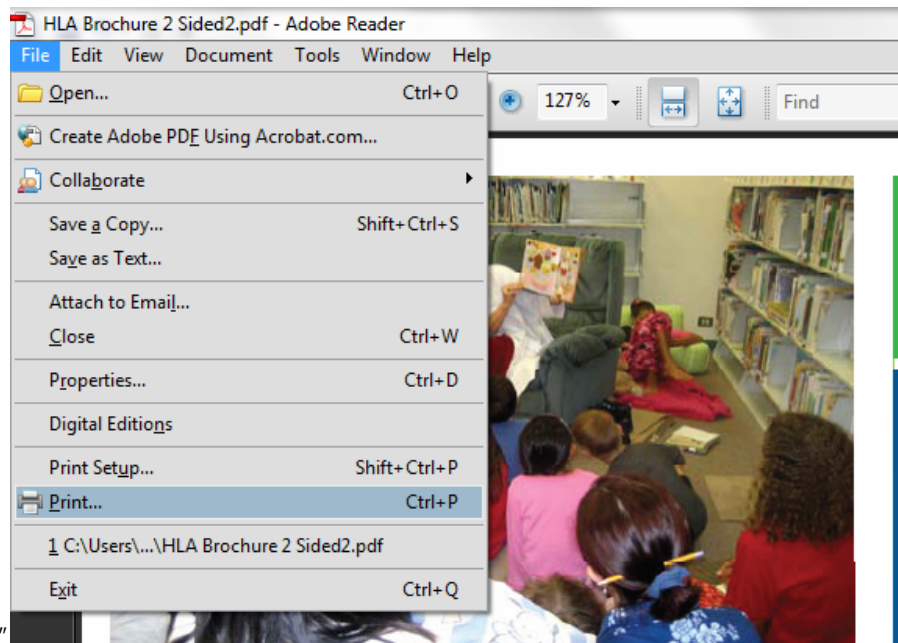


How to print the HLA brochure properly

1. Locate the HLA brochure file and double click it.
2. It will open in a PDF viewer, in most cases this will be Adobe Acrobat reader 7,8 or 9.
3. In order to print this document *correctly* you will need to follow these steps *exactly*.
4. Navigate to "File", which is located in the upper left corner of your screen.

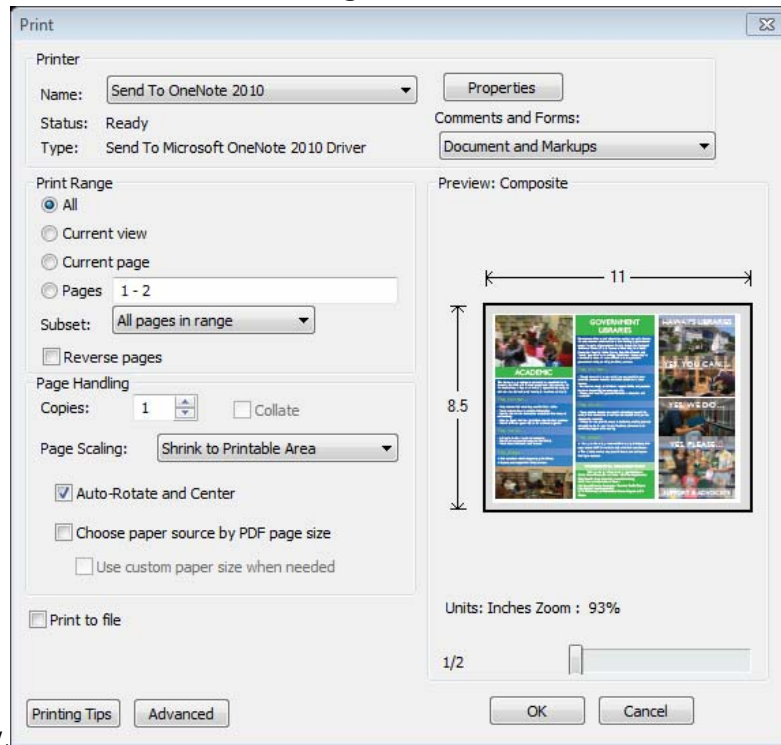


5. Then select



"Print."

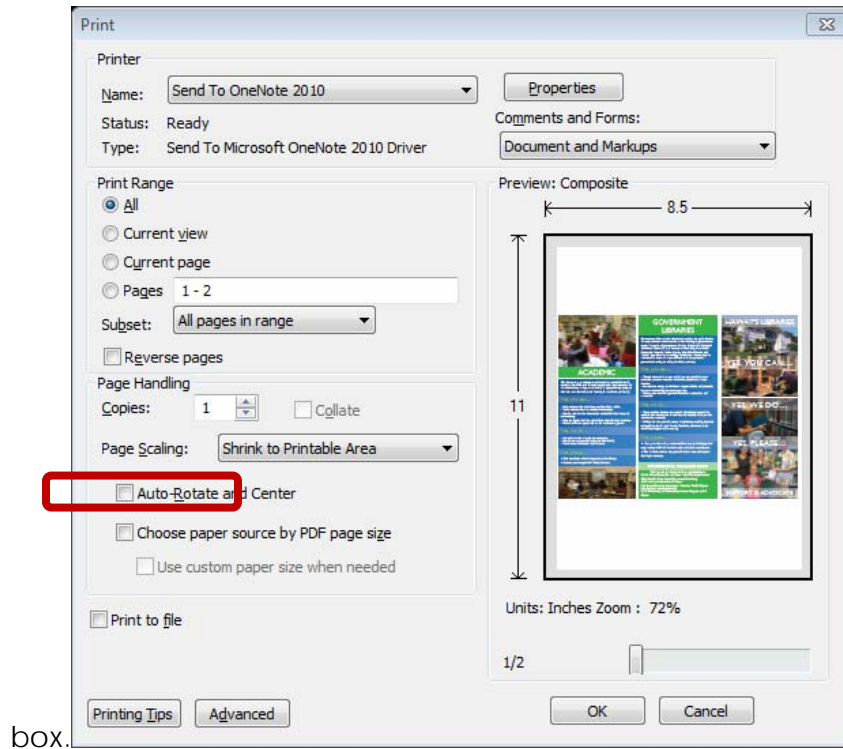
6. Next you will see the Print manager



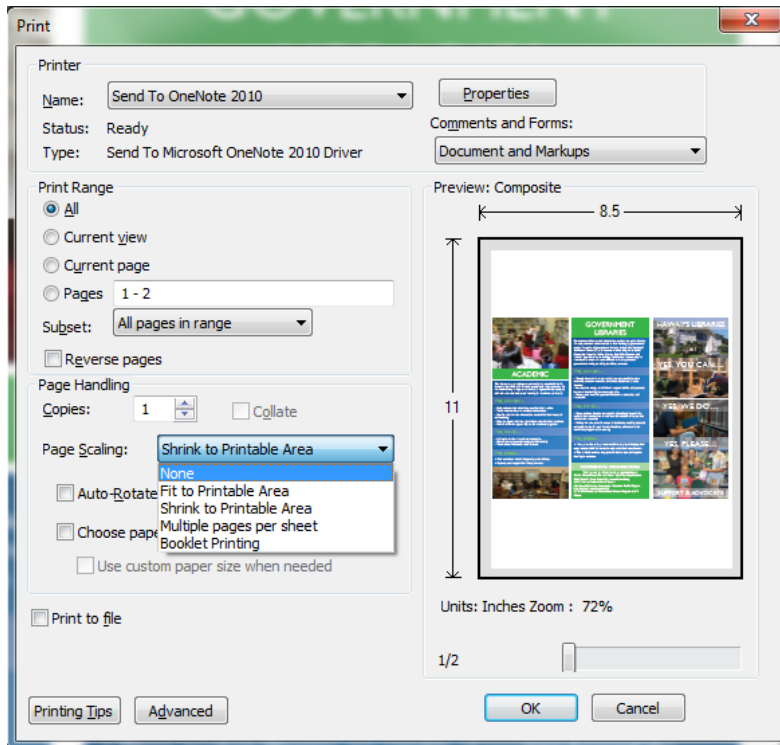
window.

7. **These next steps are *very* crucial in order for the brochure to print out correctly.

Now uncheck the Auto-Rotate and Center

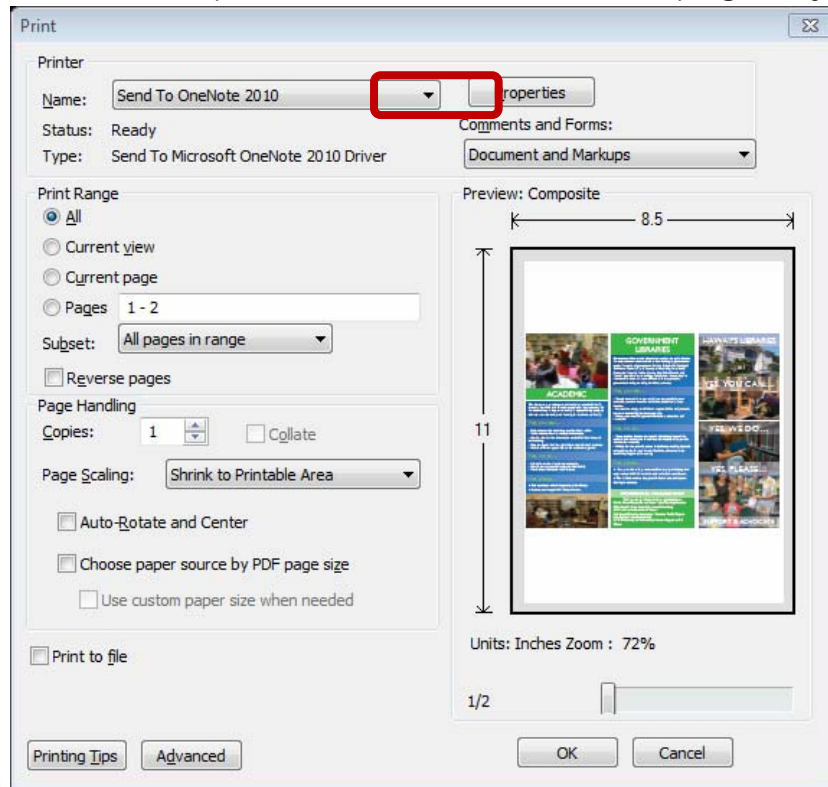


8. Now select the "Page Scaling" drop down menu and select "none."



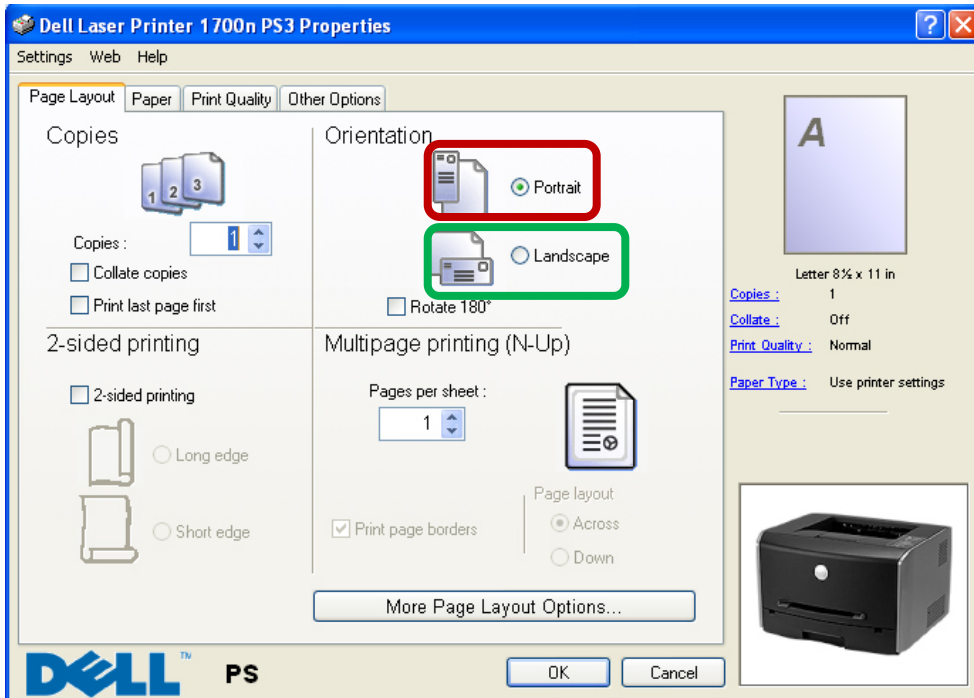
9. *****These next steps will be different depending upon what type of printer you have. In this demonstration we will be using a Dell Laser 1700n.***

10. Now click on the "Properties" button located at the top right of your



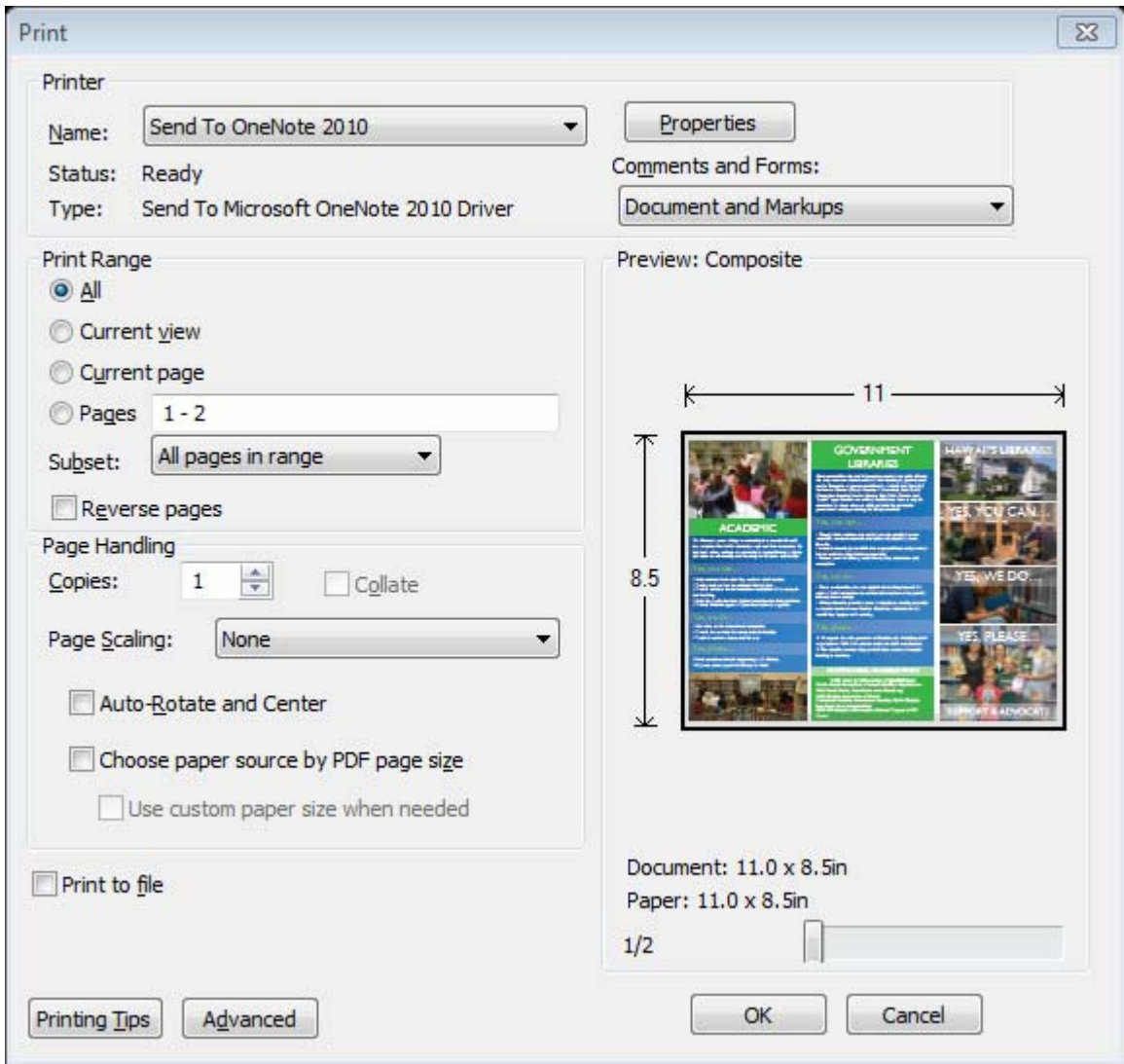
screen.

11. Now the default printer properties appear. Notice how Portrait is selected by default. We want the document to be printed in a landscaped view, so select landscape, by doing so portrait will be automatically de-selected.



12. Now select the "OK" button. Finally after adjusting all of your settings, your print manager page should look like this.

No



13. Now you are ready to print the HLA brochure! All you have to do is click the "OK" button.