

## A to Zonta Printing Instructions

- Open the pdf file.
- From the tool bar click the “print” button. A printing window will appear.
- In the window choose the button labeled “Pages from” there will be two boxes that should say 1 to 10. Leave those as they are.
- Directly under the “Pages from” text is a pull down menu with three choices. From this menu choose “**Odd pages only**”.
- If you desire more than one copy indicate in the number of copies box.
- Click “ok” in the lower right hand corner. Your document will print just the odd pages.
- Once printing of the odd pages is complete, remove them from the printer. **Do not let the pages get out of order.**
- Now you will need to place the pages in the printer either back in the main feed tray or in the manual feed tray in the position that will cause the other side to be printed on. This is different for every printer, but most newer printers have a “face up” orientation from the manual tray.
- Once the papers are positioned then go back to the pdf menu and click on the print button from the toolbar.
- When the dialog box comes up, again click on the button labeled “pages from” and in the drop down box choose “Even pages only”.
- Now check the “**Reverse Order**” button. This is an imperative step to making sure your document comes out correctly.
- Make sure you have selected the same number of copies as previously.
- Click “ok” at the lower right hand corner.
- You should now have a complete book you can fold in the middle and bind as you wish.