



How To

PRINT

Planner Inserts

Printing Instructions

Download Adobe Acrobat Reader DC from here: [Download Adobe Acrobat Reader](#)

Paper size:

Please use Letter size or A4 size paper to print your the inserts.

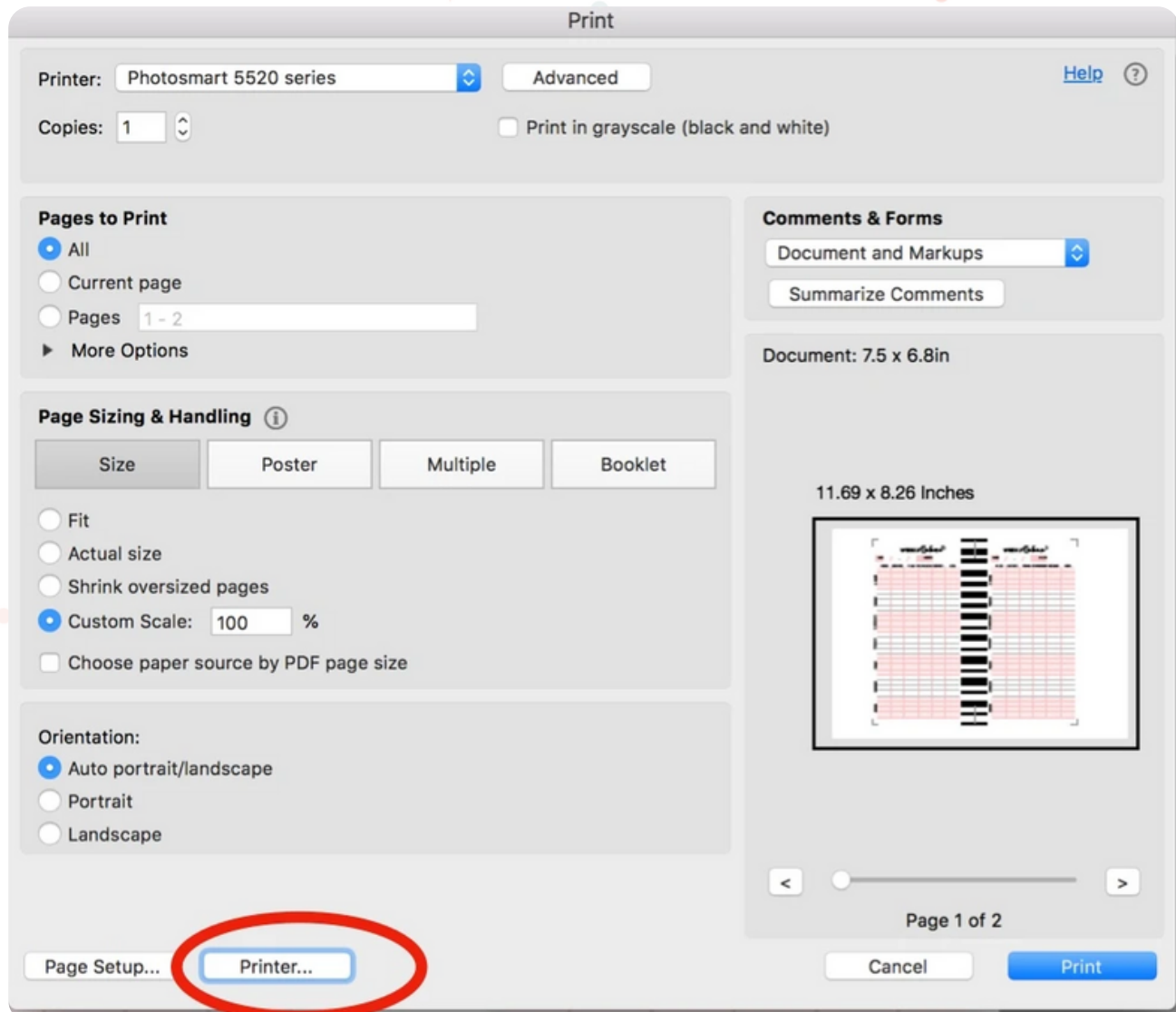
Printing Instructions for NORMAL Printers

Format: It is recommended to print the files with Acrobat PDF, which can be downloaded for FREE from <http://get.adobe.com/reader>

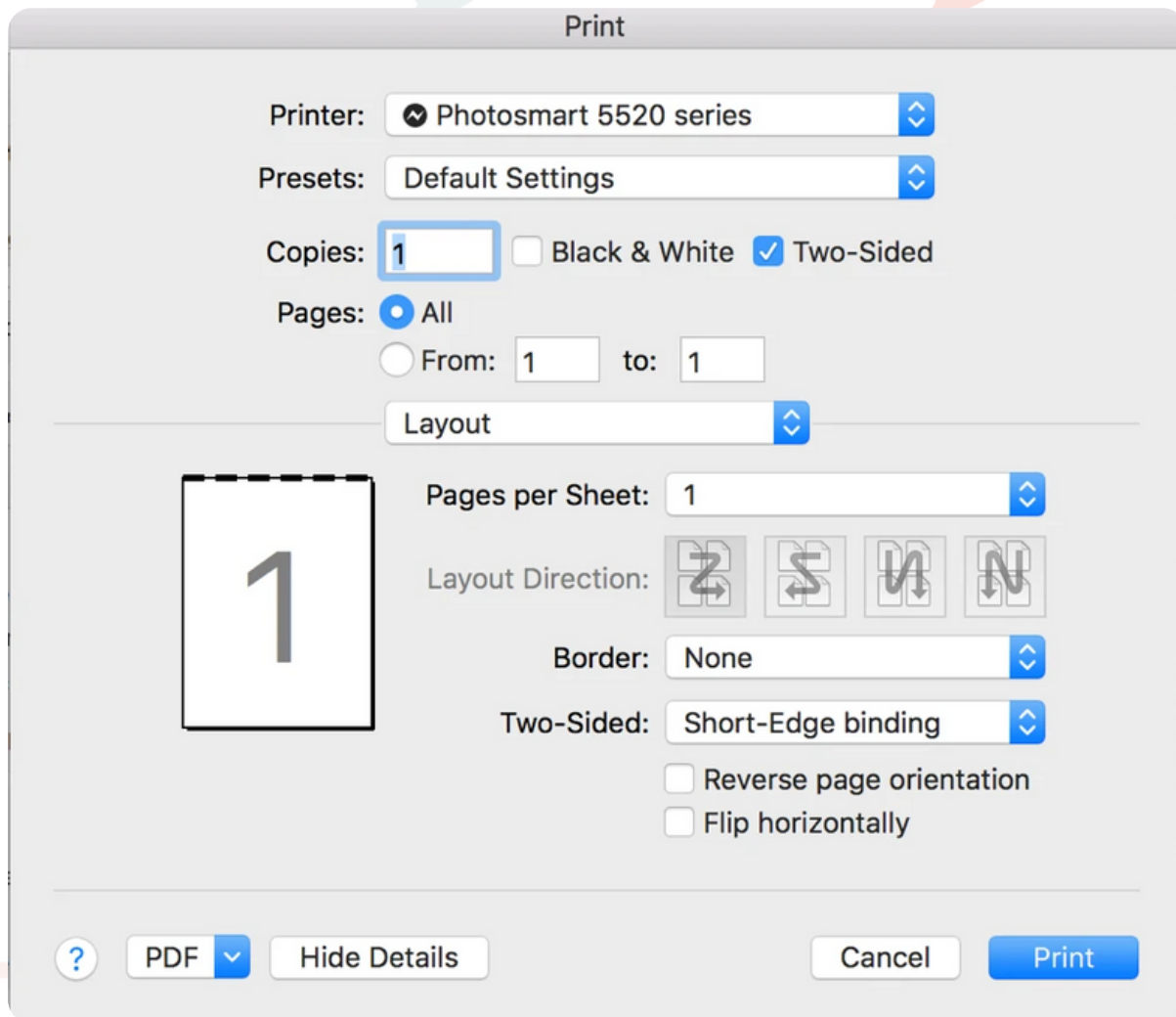
Printing: Use the “*actual size*” setting on your printer or scale to 100%. The inserts are formatted to print double sided. Print all odd pages first, then flip the pages and print even pages behind the odd pages. Please feel free to contact us at hello@traciacreative.com anytime if you have any questions about how to print your inserts.

Printing Instructions for Duplex Printers (automatically prints front & back)

Printing: Use the “**actual size**” setting on your printer or scale to 100% and set the printer to auto portrait/landscape.



Select the button “**Printer**” to open an additional setting window.

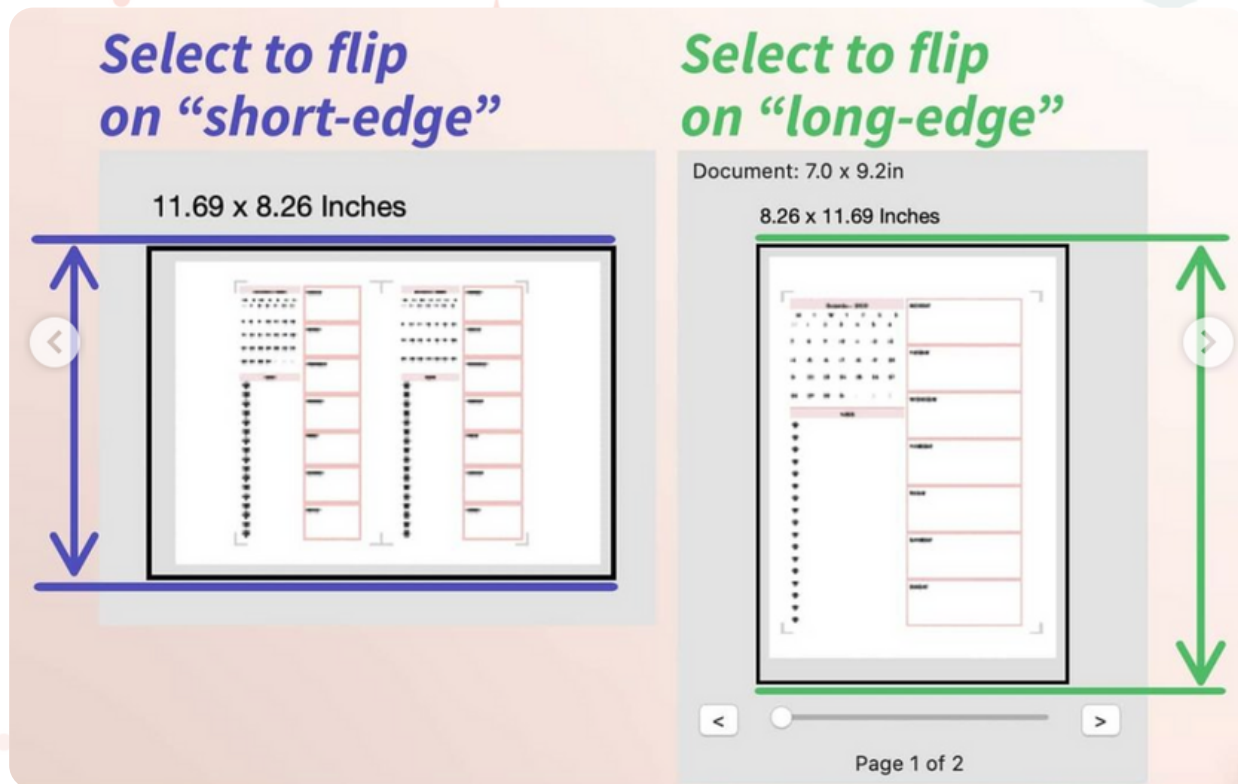


Under **“Layout”** select to flip the pages on **“Short-Edge binding”**.

The pages should automatically print front and back. Lastly, cut along the cutline.

Important for Duplex Printer:

If your planner is printing in landscape, select to flip the paper on “**Short-Edge binding**”.



IMPORTANT NOTE:

For A5, Classic HP, Pocket and Micro HP size, please select to flip the pages on “**Long-Edge binding**”

For A6, Mini HP, Personal, Personal Wide and B6 size, please select to flip the pages on “**Short-Edge binding**”