

HANDBOOK PRINTING GUIDE



Koinonia House

KOINONIA HOUSE INC.

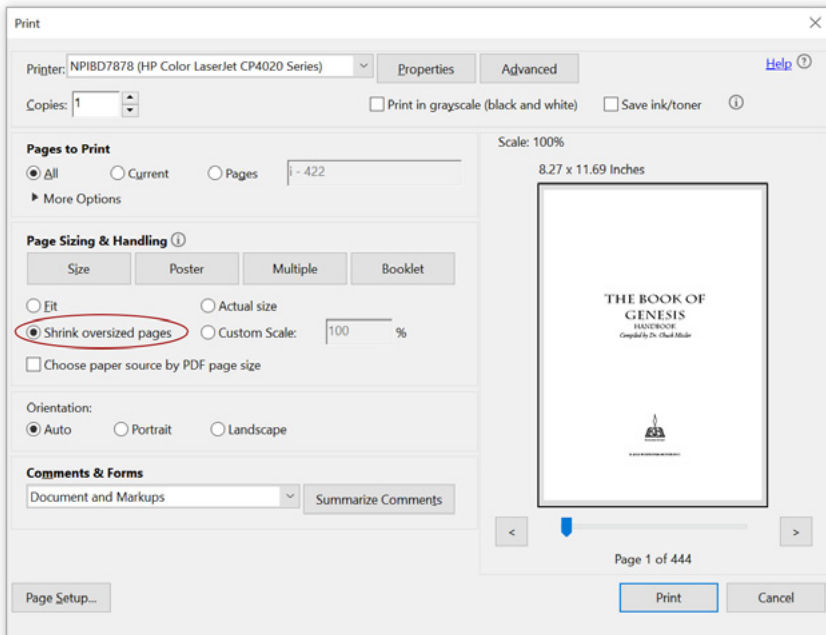
Printed Handbooks can be purchased from our store: <https://store.khouse.org>

However, you may want to print Handbooks on your home printer, so we have supplied this as a guide. You can print single pages, 2-up (two pages on a single sheet) or duplex (both sides of the paper) if your printer supports it. We recommend only printing a few pages as a test first if you are unfamiliar with some of the advanced printing options.

We recommend using Acrobat Reader, which is free and available from: <https://get.adobe.com/reader/>

PRINTING AS SINGLE PAGES

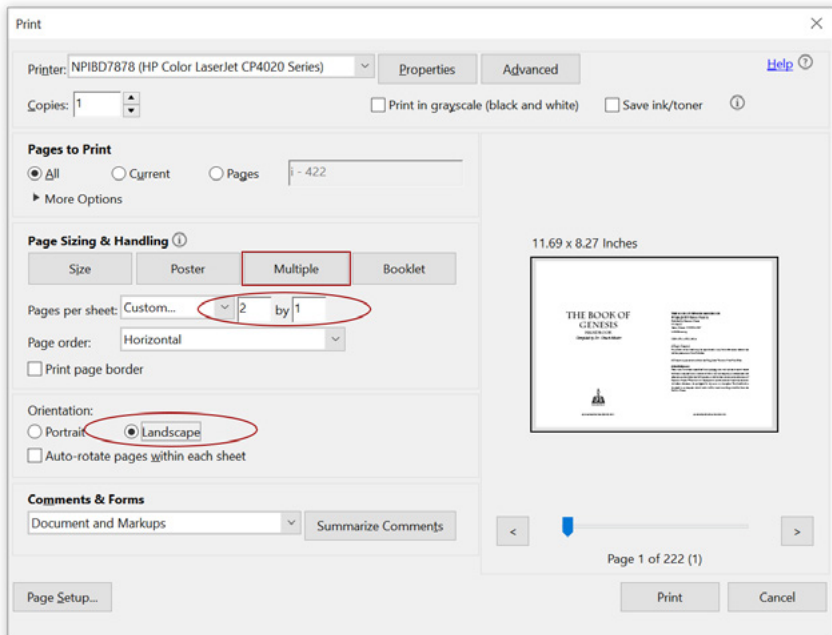
- Open the Handbook PDF file in Acrobat
- Choose file > print from the main menu (or press Ctrl+P on Windows, or Command+P on MacOS)
- In most cases, you will not need to change settings and can just click print. However, you can just choose to print one page to make sure your settings are correct.
- Optionally, set “Shrink Oversized Pages” so that the print will fit on whatever paper you have loaded
- Click “Print”



PRINTING 2-UP ON A SINGLE SHEET

This option will print 2 pages to a single sheet of paper.

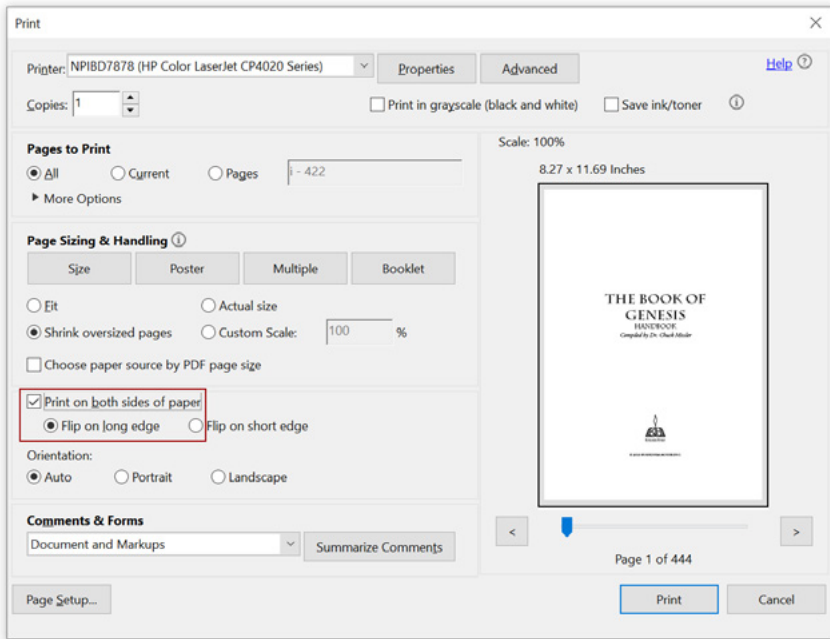
- Open the Handbook PDF file in Acrobat
- Choose file > print from the main menu (or press Ctrl+P on Windows, or Command+P on MacOS)
- Press the “Multiple” option
- “Pages per sheet” is 2 by 1
- Orientation is “Landscape”
- Click “Print”



PRINTING DUPLEX

You may want to conserve paper and print on both sides of the sheet (if your printer supports it, you may need to consult your printer manual).

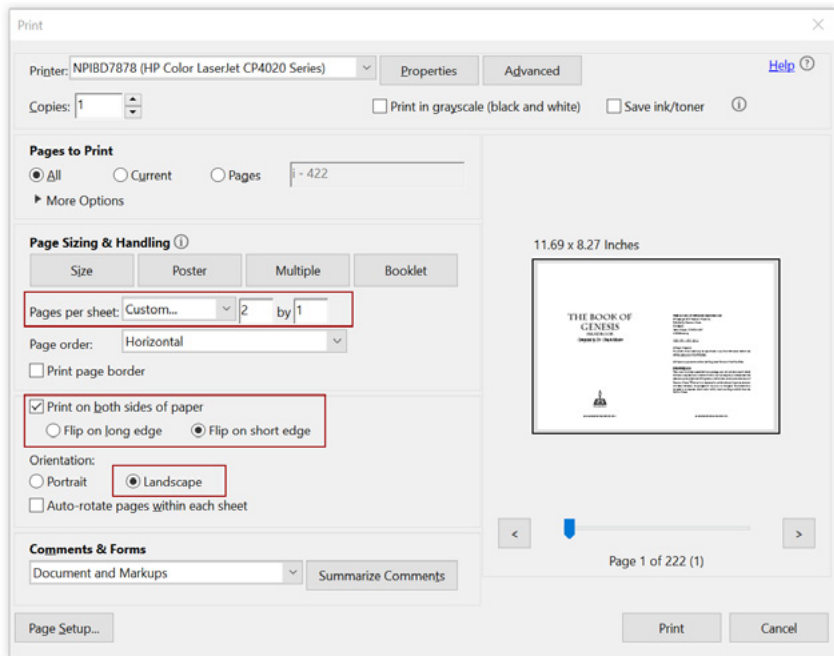
- Open the Handbook PDF file in Acrobat
- Choose file > print from the main menu (or press Ctrl+P on Windows, or Command+P on MacOS)
- Select “Print on both sides of paper” option
- Select “Flip on long edge”
- Click “Print”



PRINTING 2-UP & DUPLEX

This option will print 2 pages on one side of the paper, and another 2 pages on the reverse side (if your printer supports it, you may need to consult your printer manual).

- Open the Handbook PDF file in Acrobat
- Choose file > print from the main menu (or press Ctrl+P on Windows, or Command+P on MacOS)
- Press the “Multiple” option
- “Pages per sheet” is 2 by 1
- Select “Print on both sides of paper” option
- Select “Flip on **short** edge”
- Orientation is “Landscape”
- Click “Print”



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