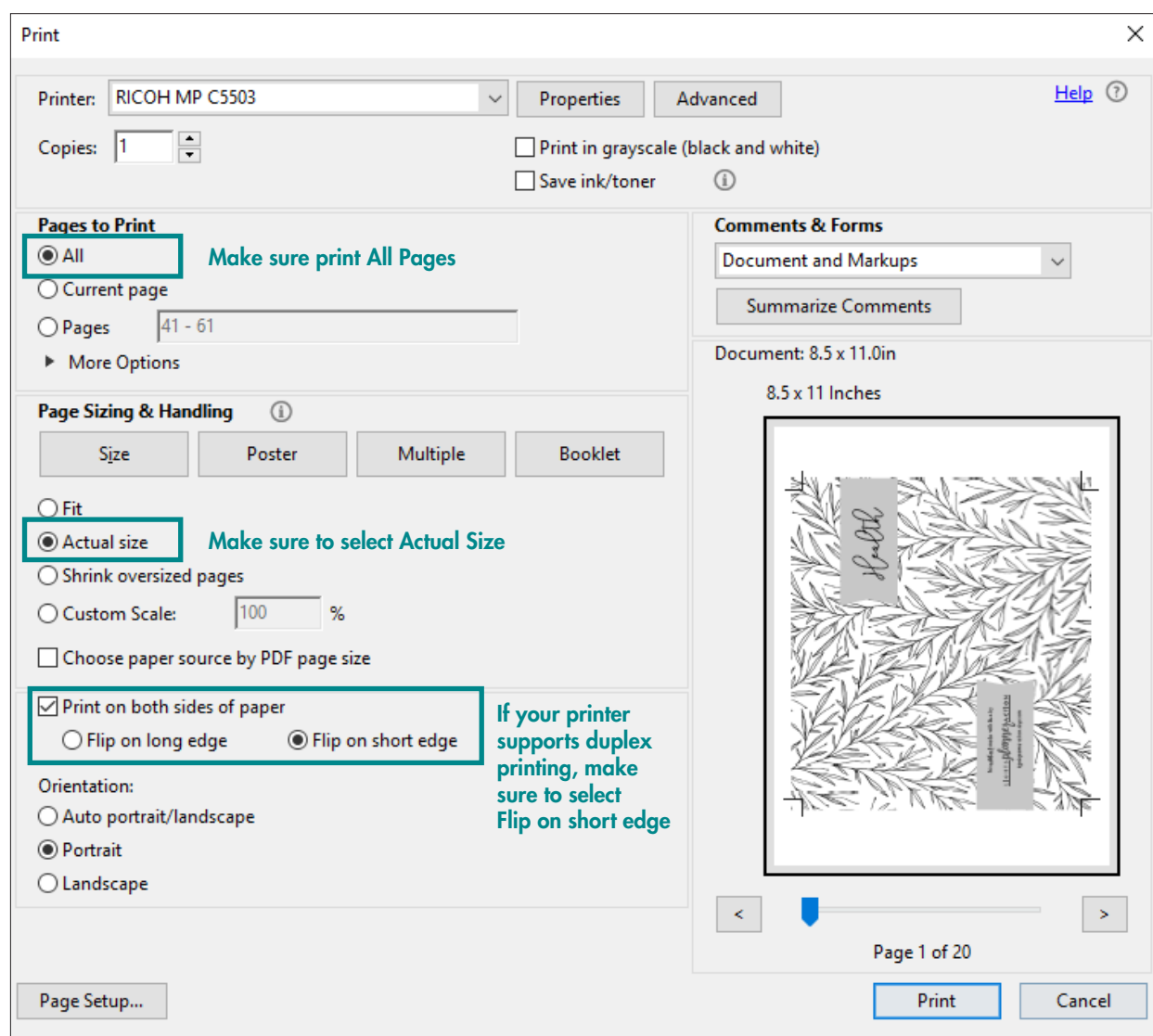
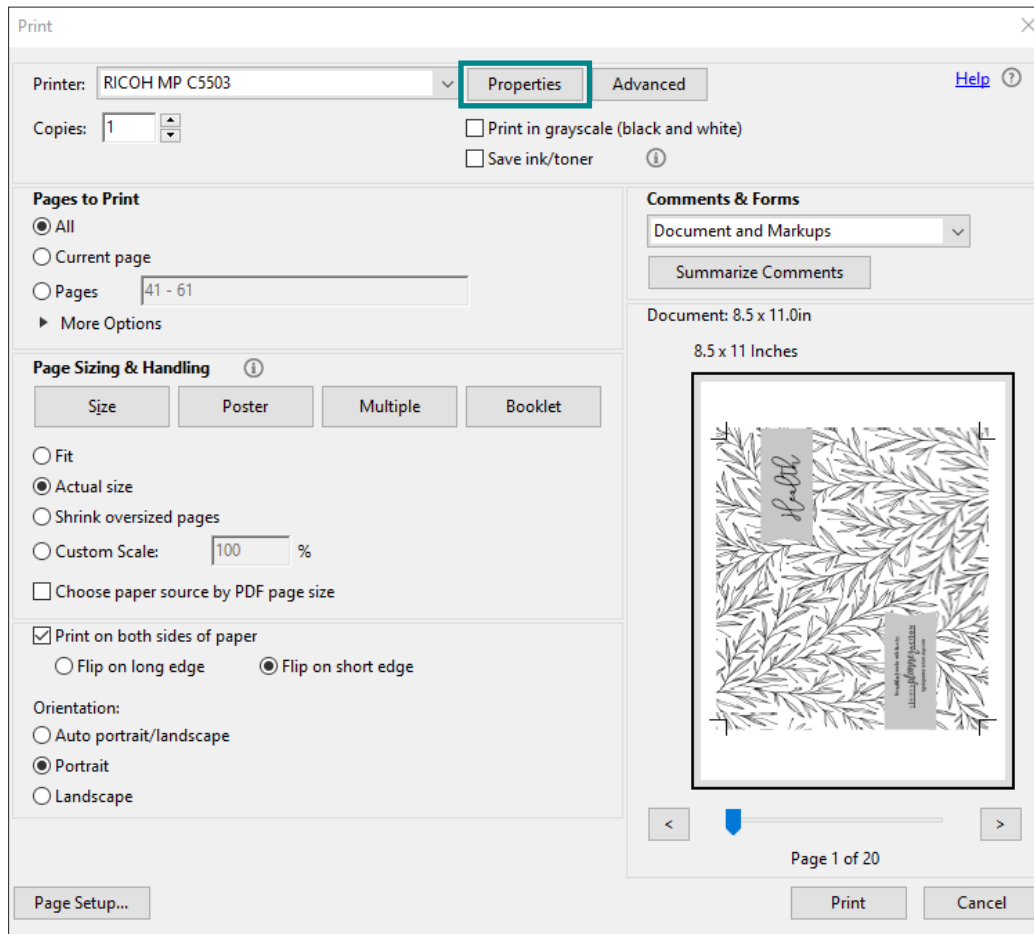


The easiest way to print my inserts is using Adobe Reader DC. If you don't already have it installed on your computer, you may download it for free from: <https://get.adobe.com/reader/>

1. Each printable purchase comes with two sets of inserts for you to download. One has crop marks, one does not. If you prefer crop marks for easy cutting, be sure to download the file that is tagged with the word Crop.
2. Once you've downloaded your preferred file type, open the file in Adobe Reader. Be sure not to open the file in your internet browser window as you will have limited print options. Instead, navigate to the downloaded file on your computer and open with Adobe Reader.
3. Once opened in Adobe Reader DC, you may print your file by navigating to the file dropdown menu and selecting print. The following print box will appear and you'll want to match these settings:



4. Depending on your printer, you may also need to access the advanced printer properties by clicking Properties at the top of the box:



The settings shown to you in the properties options will vary for each printer, so I don't have an example for you since they likely will not look the same. The main thing is to change any options of sizing or scaling to **"Actual Size" or 100%** and tell the page handling to **"Flip on the Short Edge"**

4. If your printer does not support duplex printing you will need to manually print both sides of your pages. Start by printing all of your odd pages first. Take the printed pages and flip them before reinserting them into your printer. You may then go ahead and print all of the even pages.

****Pay attention to the direction and order that your printed pages come out on their first pass. You'll need to know this to make sure you reinsert them into your printer in the correct orientation for their second round of printing. Each printer feeds pages differently, so this is something you will have to adjust for your specific printer.**