

Instructions for printing and distributing *Shema!*

1. Open the issue with Adobe Acrobat.
2. Click "Print"
3. If you have duplex capabilities, set to print two-sided.
4. If you **do not** have duplex capabilities, enter "1" next to "Pages from:" and next to "to:" under "Print Ranges" (so it should say, "Pages from 1 to 1").
5. Enter the number of copies you wish to make.
6. Set "Page Scaling" to "None."
7. Click OK.
8. If you have printed two-sided, then you are finished. Simply fold and distribute.
9. If you **have not** printed two-sided, pay attention to the way the paper came out of your printer and reverse the direction. In other words, you'll want to print on the reverse side of the sheet, but in the same direction. Flip the paper over accordingly and place it back in the paper tray.
10. Back in Adobe Acrobat, click "Print" again.
11. Enter "2 to 2" in the page range area (so it should say, "Pages from 2 to 2").
12. Make sure the number of copies to be printed is the same.
13. Click OK.
14. You should be finished. Simply fold and distribute.

If you have any questions, please don't hesitate to e-mail Scott Aniol at saniol@gmail.com, or call him at 815.985.8744.