

Instructions on how to Print and Fold the Spanish Version of the MROQC Brochure

Print:

1. Open the .pdf file (Use Adobe Acrobat Reader, if available).
2. Select print: *For optimal printing, use a color printer with 2-sided printing capability.*
3. Printer properties:
 - a. Page Sizing & Handling:
 - i. Select "Actual Size" (Adobe Acrobat Reader Option).
 - ii. Orientation, select "Landscape"
 - iii. Choose "Print on both sides of paper" or "2-sided print"
 - iv. Select "Flip on short edge"

Adobe Acrobat Reader Printing Options:

The screenshot shows the 'Pages to Print' section with 'All' selected. The 'Page Sizing & Handling' section has 'Actual size' selected. The 'Print on both sides of paper' checkbox is checked, and 'Flip on short edge' is selected. The orientation is set to 'Landscape'.

Web/PDF Viewer Printing Options:

The screenshot shows the 'Printer' dropdown set to 'HIS-280W PS'. The 'Copies' field is set to '1'. The 'Orientation' dropdown is set to 'Landscape'. The 'Color mode' dropdown is set to 'Color'. The 'Pages' dropdown is set to 'All'. The 'PIN-protected printing' toggle is 'Off'. The 'More settings' link is circled in red. The 'Page layout' section shows 'Orientation' set to 'Landscape', 'Duplex printing' set to 'Print on two sides (flip on short edge)', 'Collation' set to 'Collated', and 'Pages per sheet' set to '1'.

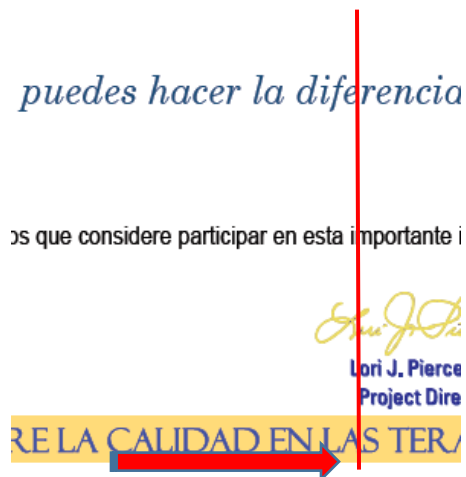
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Fold:

1. Lay the brochure on a flat surface with the inside facing you.



2. Fold the left side of the brochure inward so that the edge of the page lines up with the front of the letter "S" in LAS (Spanish Version) or the "O" in OF (English Version) located at the bottom of the page.



3. Fold the right side of the brochure inward overlapping the previously folded section, just to the edge of the page.



4. Lastly, open the brochure completely. Fold in the right side of the page; then fold in the left side of the page so it overlaps the right. Your brochure is complete.