Use these tips to help you successfully print the consumer education publications.

**Printer Settings**

- All of the publications are designed to be printed on legal size paper (8.5 x 14 in)
- Select “Print on both sides” with the option to “Flip on the short edge”
- Ensure both margins and scale are set to “Default”

**Folding Instructions: Double Gate Fold**

- Lay printed brochure flat with the inside panels facing up (title panel will be face down). Fold on the dotted line between panels B and C, and crease. Lay flat again with inside panels facing up.
- Next, fold the two side panels (A and D, below) inward on the dotted lines, and crease. The outer edges of panels A and D should meet at the middle crease.
- Fold in half once more to complete the double gate fold. The title panel will be at the front when the fold is complete.