

WORD Version – Print Instructions

When Printing from WORD document version, ensure your settings reflect what is highlighted in red box below. Choose File → Print, and ensure details on left diagram (red boxes) are reflected in your print version. Then click on Page Set up, and ensure details on right diagram (red box) are reflected in your version.

Print



Copies: 1

Printer

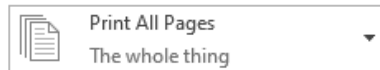


Officejet Pro 8600 [A57926]

Ready

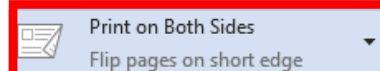
[Printer Properties](#)

Settings



Print All Pages
The whole thing

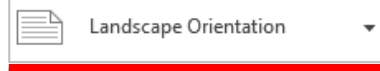
Pages:



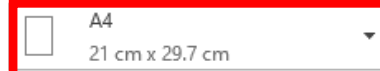
Print on Both Sides
Flip pages on short edge



Collated
1,2,3 1,2,3 1,2,3



Landscape Orientation



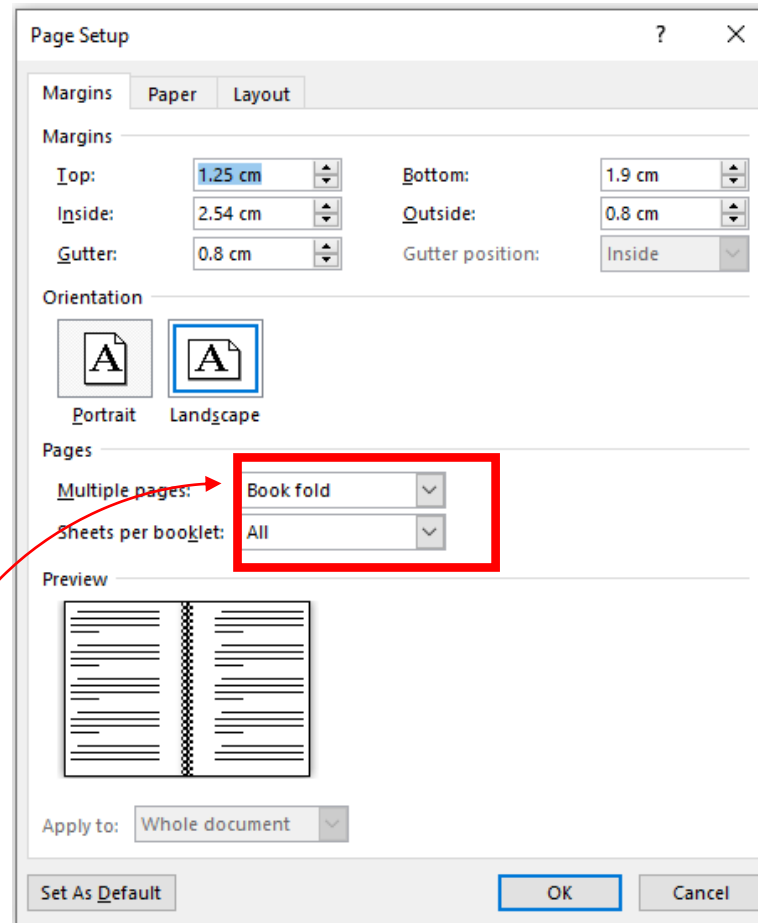
A4
21 cm x 29.7 cm



Custom Margins

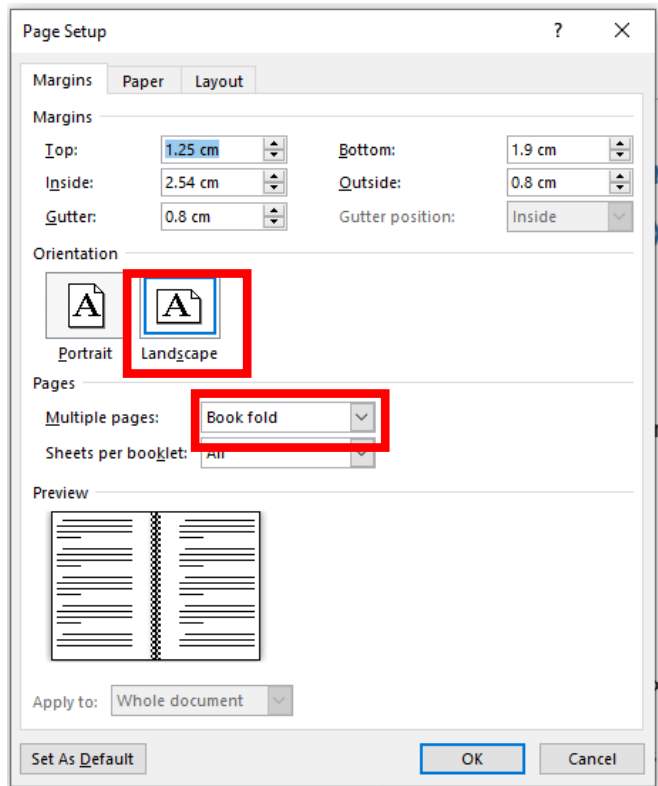
Click on this →

Page Setup



PDF Version – Print Instructions

When Printing from PDF version, ensure your settings reflect what is highlighted in red boxes below. Choose File → Print, and ensure details on diagram (red boxes) are reflected in your print version.



Print

Printer: Officejet Pro 8600 [A57926] Properties Advanced [Help](#)

Copies: 1 Print in grayscale (black and white) Save ink/toner

Pages to Print

All Current Pages 1 - 25

▶ More Options

Page Sizing & Handling

Size Poster Multiple **Booklet**

Booklet subset: Both sides

Sheets from 1 to 7

Binding: Left

Orientation:

Portrait Landscape

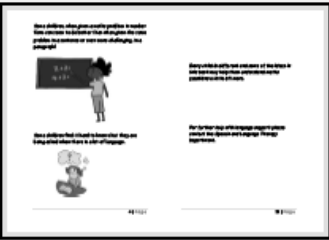
Auto-rotate pages within each sheet

Comments & Forms

Document and Markups Summarize Comments

Page Setup...

11.69 x 8.27 Inches



< Page 4 of 14 (25) >

Print Cancel

Printer: Officejet Pro 8600 [A57926] ▾

Properties

Advanced

[Help](#) ?

Copies: 1 ▾

Print in grayscale (black and white)

Save ink/toner ⓘ

Pages to Print

All Current Pages 1 - 25

▶ More Options

Page Sizing & Handling ⓘ

Size

Poster

Multiple

Booklet

Booklet subset: Both sides ▾

Sheets from 1 to 7

Binding: Left ▾

Orientation:

Portrait Landscape

Auto-rotate pages within each sheet

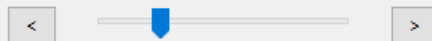
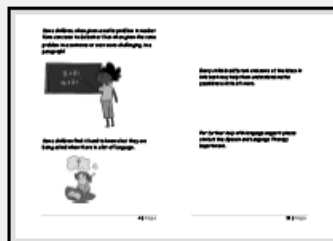
Comments & Forms

Document and Markups ▾

Summarize Comments

Page Setup...

11.69 x 8.27 Inches



Page 4 of 14 (25)

Print

Cancel