IRD Menu Edit and Print Instructions

This document will print two double sided menus on 1 sheet of 8.5x11 inch paper.

Edit

1. Select the text you would like to edit
2. Make desired text changes

Print

MAC

Adobe

1. Select File > Print
2. Under "Page Sizing and Handling" select the box that says "Actual Size"
3. Under Orientation, make sure "Auto portrait/landscape" is selected
4. Select the "Printer" button in the bottom left corner, make sure "Two-Sided"
   a. Under the Layout submenu, make sure "Two-Sided" is set to flip by "Short-Edge binding"
5. Make sure the proper printer is selected and click "Print"

Preview

1. Select File > Print
2. Make sure "Two-Sided" is selected
3. Click Show Details to open dialog box further
4. Under Paper Size make sure US Letter (8.5 x 11 in) is chosen
5. In the Orientation section, make sure the landscape option is selected
6. Under the Preview submenu, select Scale and make sure the document is scaled to 100%
7. Under the Layout submenu, under Two-Sided make sure Short-Edge binding is selected
8. Make sure the proper printer is selected and click "Print"

PC

1. Select File > Print
2. Under "Size Options" select "Actual Size"
3. Select "Print on both sides of paper"
4. Make sure the proper printer is selected and click "Print"

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