

# Acadience™ Scoring Booklet Printing Instructions

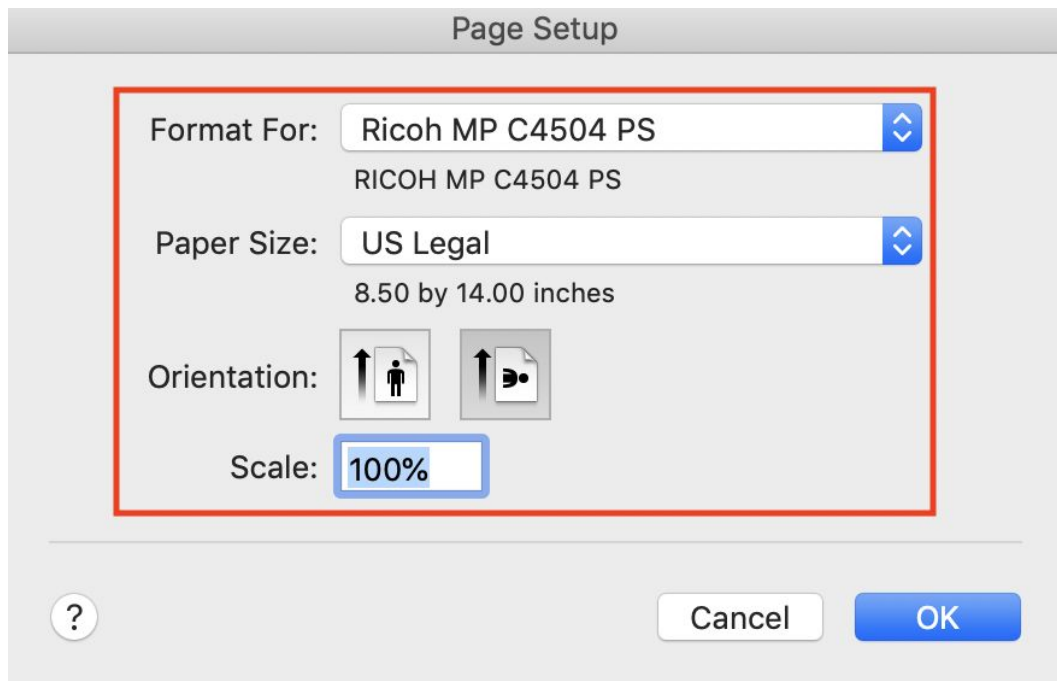
## System Requirements:

- A PC running Windows 7/8/10 or an Apple Macintosh computer
- Adobe Acrobat Reader/DC/Pro
- A printer that supports double-sided printing, or a photocopier capable of copying to double-sided legal-sized paper from single-sided originals

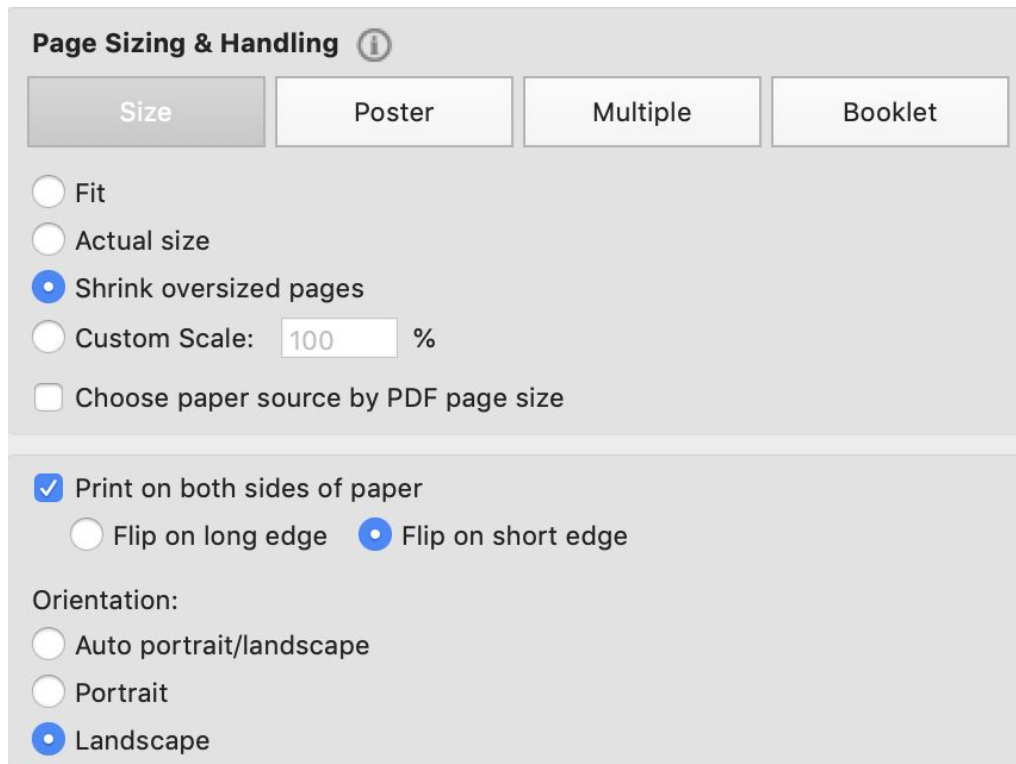
## Printing The Scoring Booklet Masters

### On an Apple Macintosh Computer:

1. Open the document you would like to print in **Adobe Reader** and select **Print** from the file menu.
2. When the print dialog box opens, select **Page Setup**.
3. Set the **Format For** drop-down to the desired printer and set the **Paper Size** to **US Legal**. Make sure the **Orientation** is set to **Landscape** (the second option) and make sure the **Scale** is set to **100%**. Then click **OK**.



- With the Page Setup now complete, go to the **Page Sizing & Handling** section. Choose the option to **Print on both sides of paper** and choose to **Flip on short edge** from the options that appear. Finally, **Landscape** should be selected as the orientation.



**Page Sizing & Handling** ⓘ

Size Poster Multiple Booklet

Fit

Actual size

Shrink oversized pages

Custom Scale:  %

Choose paper source by PDF page size

Print on both sides of paper

Flip on long edge  Flip on short edge

Orientation:

Auto portrait/landscape

Portrait

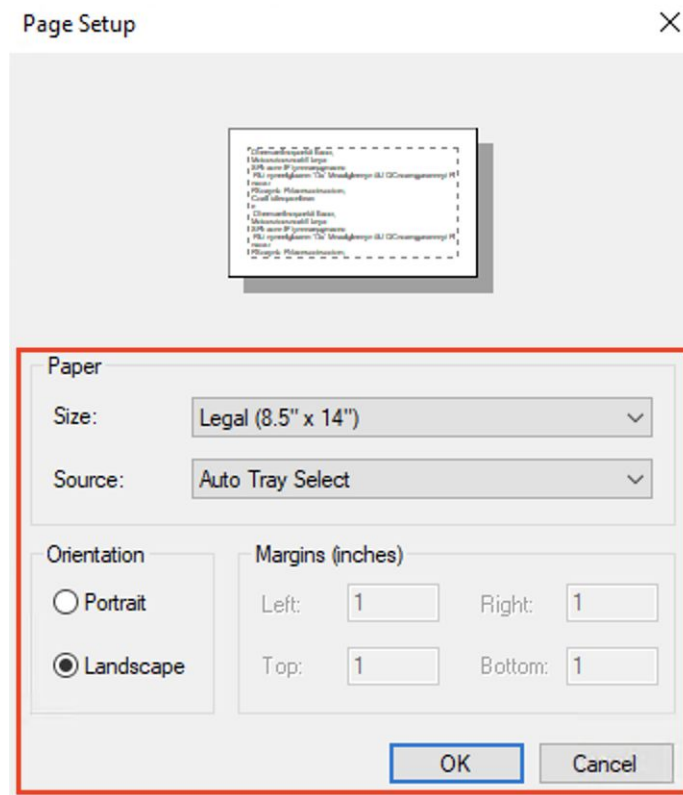
Landscape

- Make sure the first page of the document looks correct in the small preview area, and that all other settings are left to defaults. You should also do a practice run of 1 booklet before printing a full batch job to ensure that everything looks appropriate.
- Make sure that the selected printer has legal-sized paper in the appropriate tray or the manual feed and click **Print** to begin printing the document.

## Printing The Scoring Booklet Masters

On a Windows PC:

1. Open the document you would like to print in **Adobe Reader** and select **Print** from the file menu.
2. When the print dialog box opens, select **Page Setup**.
3. Under Paper, set the **Size** to **Legal**, the **Source** to **Auto Tray Select**, and the **Orientation** to **Landscape**. Then click **OK**.



4. With the Page Setup now complete, go to the **Page Sizing & Handling** section. Choose the option to **Print on both sides of paper** and choose to **Flip on short edge** from the options that appear. Finally, **Landscape** should be selected as the orientation.

**Page Sizing & Handling** ⓘ

Size Poster Multiple Booklet

Fit

Actual size

Shrink oversized pages

Custom Scale:  %

Choose paper source by PDF page size

Print on both sides of paper

Flip on long edge  Flip on short edge

Orientation:

Auto portrait/landscape

Portrait

Landscape

Page Setup...

5. Make sure the first page of the document looks correct in the small preview area, and that all other settings are left to defaults. You should also do a practice run of 1 booklet before printing a full batch job to ensure that everything looks appropriate.
6. Make sure that the selected printer has legal-sized paper in the appropriate tray or the manual feed and click **Print** to begin printing the document.

## **Photocopying Scoring Booklets**

On a photocopier that supports legal-size paper:

To photocopy scoring booklets, use a photocopier that can copy legal-size paper, and that can copy from single-sided originals to double-sided copies.

**Important: Always print a sample booklet first to check your settings before copying a large number of booklets.**