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.
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.

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.
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.

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.