

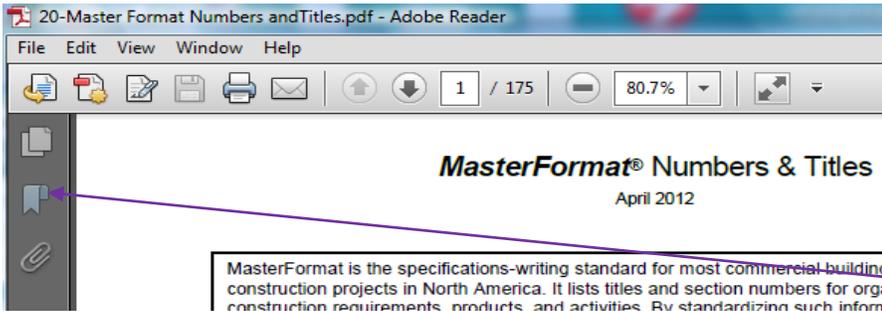


Using the Acrobat pdf reader

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3802 South 2300 East, Salt Lake City, UT 84109. Ph (801) 277-6464

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Most of the pdf's have been built with in-built book markings for easy navigation around a Portable Document Format file

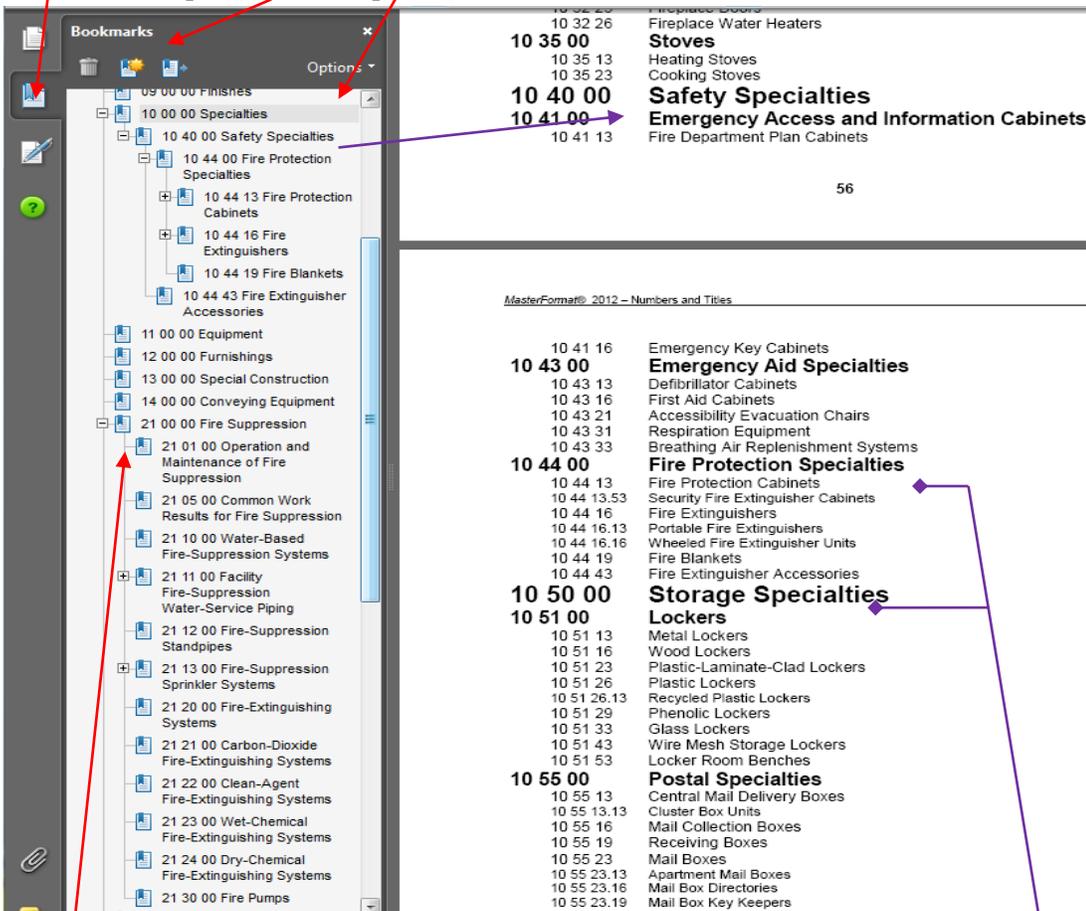


Click the 'bookmarks' on the left side of the pdf

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Scroll through the bookmarks to see the other divisions. Click a bookmark to view the details in the right pane.

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Instructions

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Click the plus-minus, to expand/collapse the sub-titles. Click the title to be taken to that section of the document.

To print a document:

Use File – Print IF you are **NOT** in your web browser:

Use the Printer Icon if you are **are** in your Web Browser

When you click print, the **Print** selection dialogue will open,

1. choose your Printer from the drop-down list.
2. chose the number of copies,
3. choose what page or pages to print then ..
4. click Properties,

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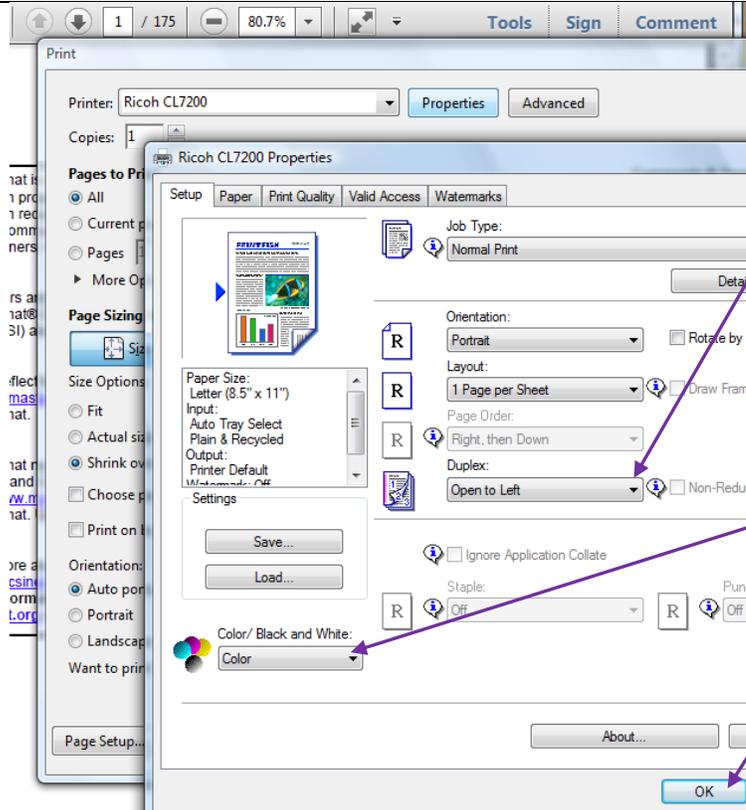


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When the **Printer Properties** dialogue opens,



Set the Duplex mode to 'open to left' for DOUBLE-SIDED portrait printing. (Like a book), by clicking the drop-down arrow.

Change the Color setting to 'Black & White' for less expensive printing/cost.

Then click [Ok]

Click [Print] on the Print dialogue, and the document will print on both sides of the paper.

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