

## Navigation Cards Printing Instructions

Many printers allow automatic duplex (two-sided) printing. Here's how to establish the settings for duplex printing from Adobe Acrobat Viewer



([download Adobe Reader free click here](#))

See screen prints below for examples

We recommend purchasing either light weight card stock or thick plain paper for printing the cards. If you desire you may decide to laminate the cards before cutting. Lamination will give better life to the cards and permit using them multiple times.

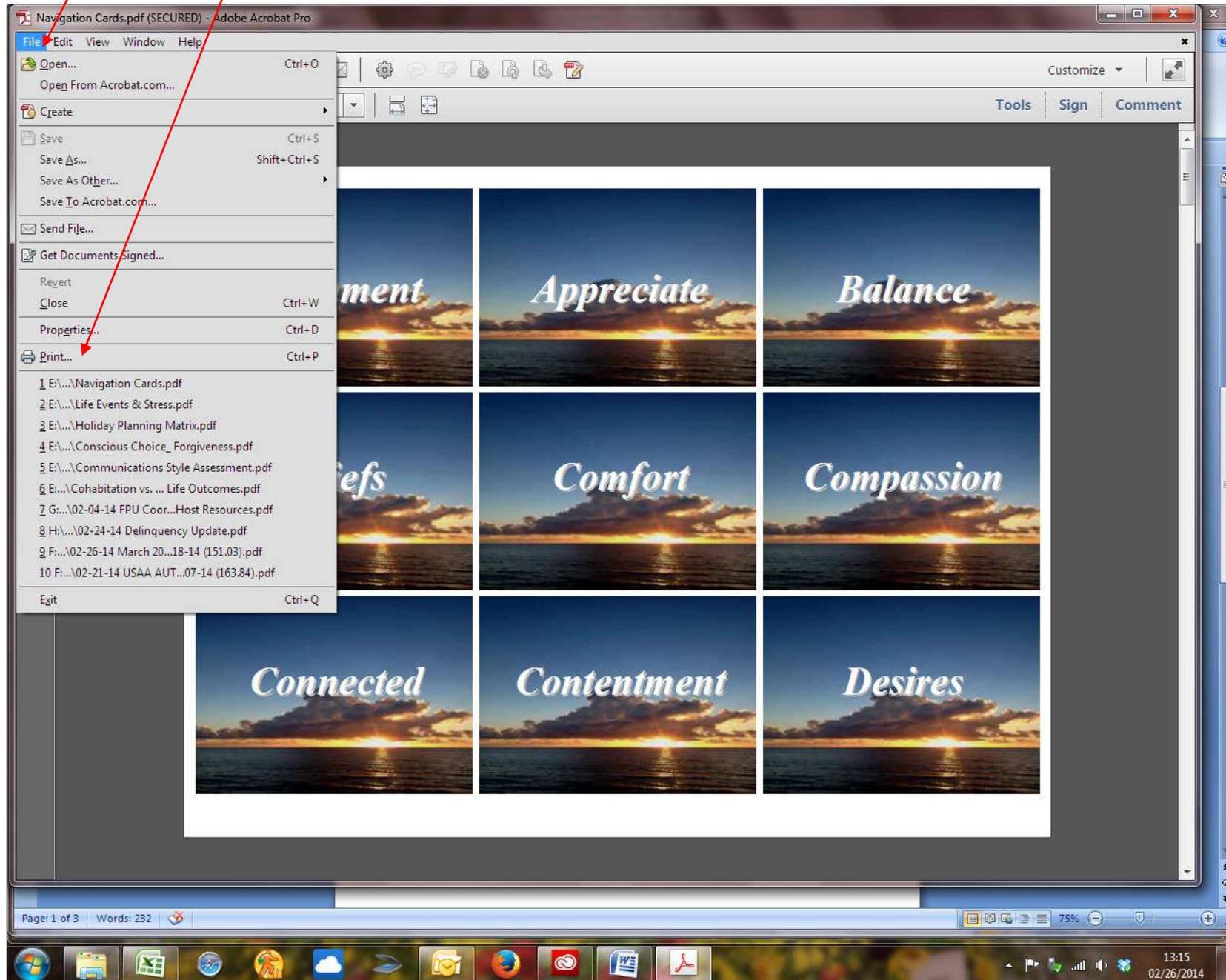
### Duplex Printing:

1. Touch "**File**", then "**Print**" to reveal the "**Print**" screen
2. Then touch the "**Properties Box**" to reveal the "**Paper Layout**" and "**Paper Quality**"
  - a. If your printer has more than one tray you'll be able to select the tray you wish to print from
  - b. If you have only a single tray your screen will not show the "Source" choices.
3. Choose "**Layout**" tab.
4. In the "**Layout**" tab make sure these settings are checked.
  - a. Orientation: Landscape
  - b. Print on Both Sides: Flip Along Short Edge
  - c. Page Order: Front to Back
  - d. Page Format: Pages per Sheet "1"
5. Choose "**Paper/Quality**" tab
6. In the "**Paper/Quality**" tab make sure these settings are checked.
  - a. Paper Source:
    - i. If your printer has more than one tray you'll be able to select the tray you wish to print from
    - ii. If you have only a single tray your screen will not show the "Source" choices.
  - b. Paper Size: Letter
  - c. Media: Plain Paper\*
  - d. Quality Settings: Choose the quality of output print you desire.
7. Click "**Ok**" to return to the "**Print**" screen
8. In the "**Pages to Print**"
  - a. Be sure "**All**" is selected
  - b. In the "**Page Sizing & Handling**" be sure the following settings are selected:
    - i. Shrink oversized pages
    - ii. Orientation: Landscape

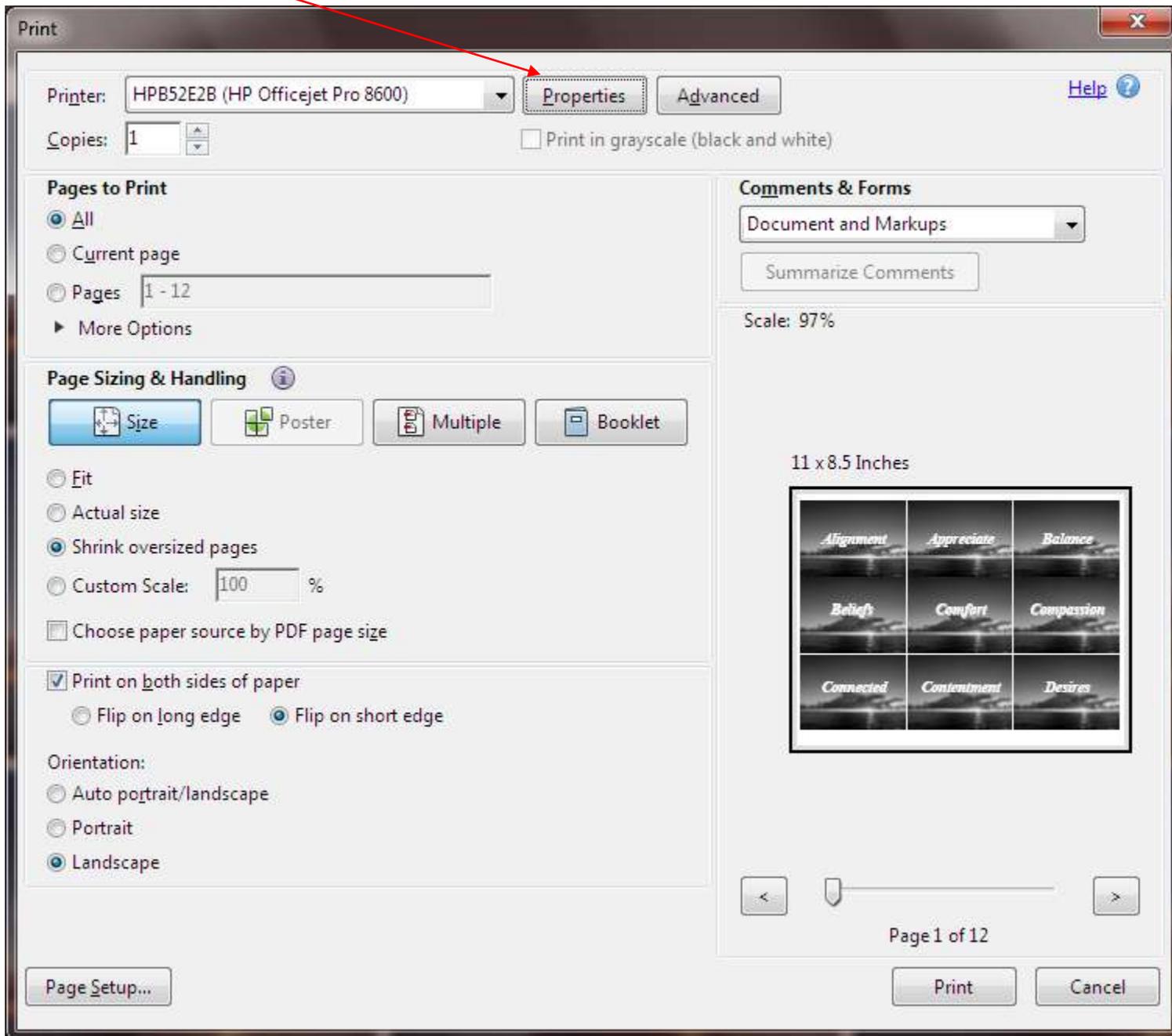
9. Click the “**Page Setup**” button in the bottom left corner
  - a. Be sure these settings are selected:
    - i. Paper Size: Letter
    - ii. Paper Source: Printer Auto Select\*
  - b. Orientation: Landscape
10. Click “***Print***” in the bottom right corner to print

\* Choose the type of paper you are printing on “Plain Paper” or “Thick Plain Paper” or “Card Stock”

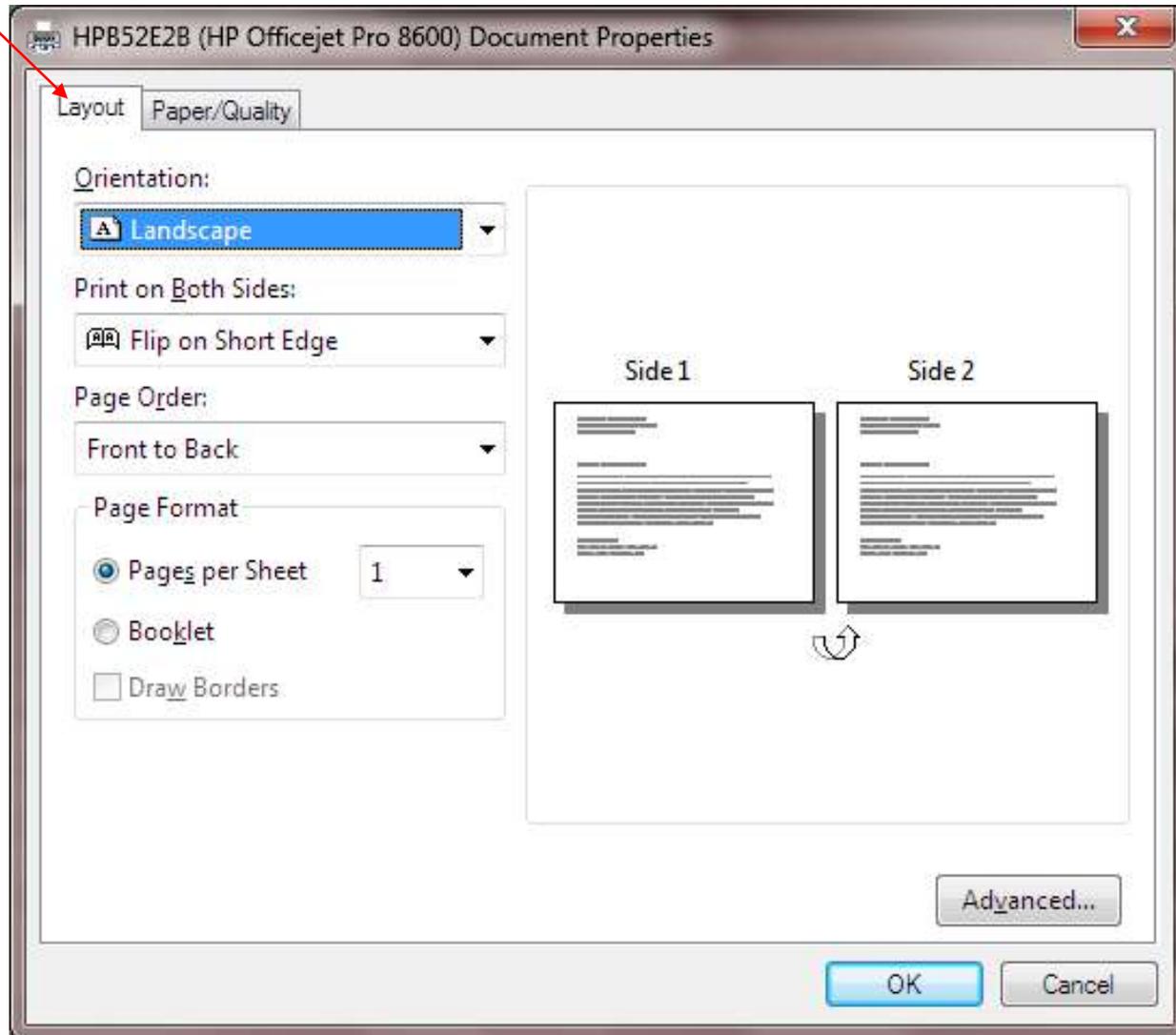
1. Touch **“File”**, then **“Print”** to reveal the **“Print”** screen



2. Then touch the “*Properties Box*” to reveal the “*Paper Layout*” and “*Paper Quality*”

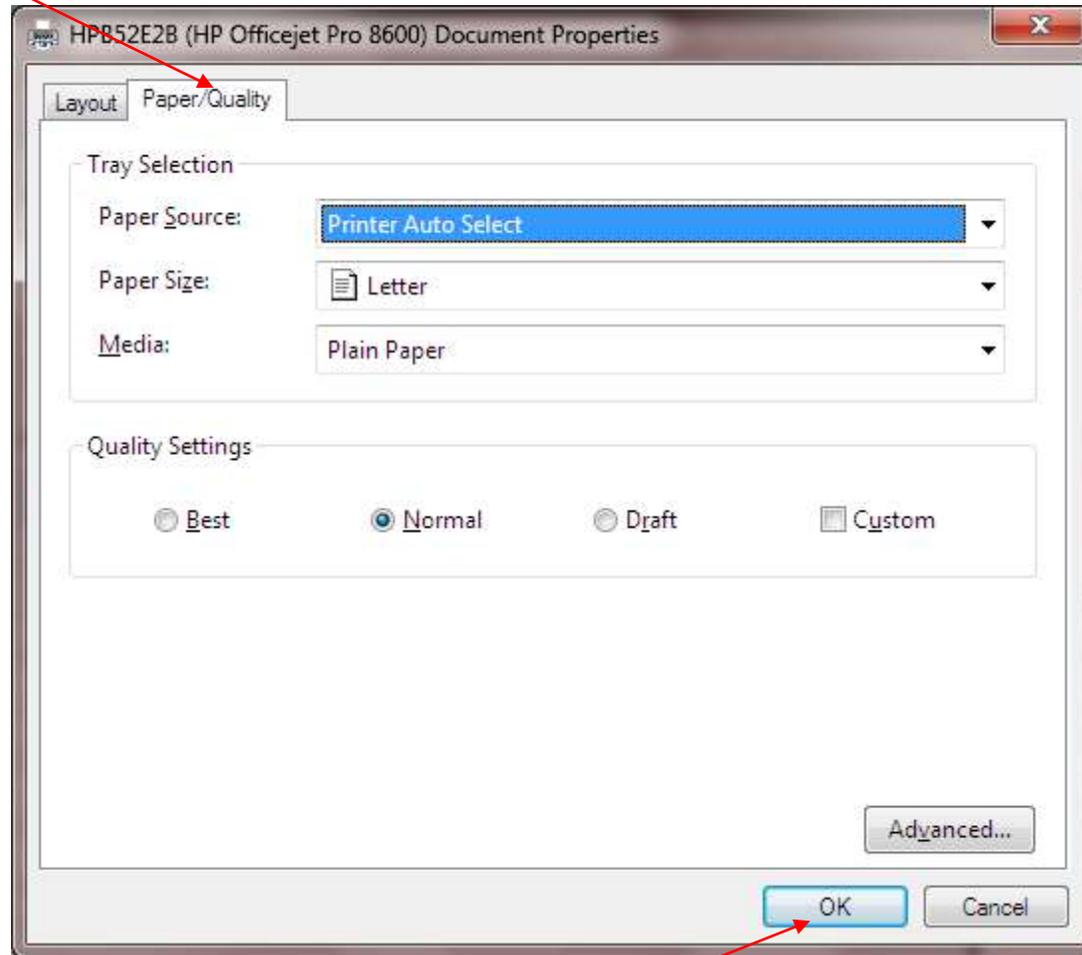


3. Choose “*Layout*” tab.



4. In the “*Layout*” tab make sure these settings are checked.
- Orientation: Landscape
  - Print on Both Sides: Flip Along Short Edge
  - Page Order: Front to Back
  - Page Format: Pages per Sheet “1”

5. Choose “*Paper/Quality*” tab



6. In the “*Paper/Quality*” tab make sure these settings are checked.

a. Paper Source:

- i. If your printer has more than one tray you’ll be able to select the tray you wish to print from
- ii. If you have only a single tray your screen will not show the “Source” choices.

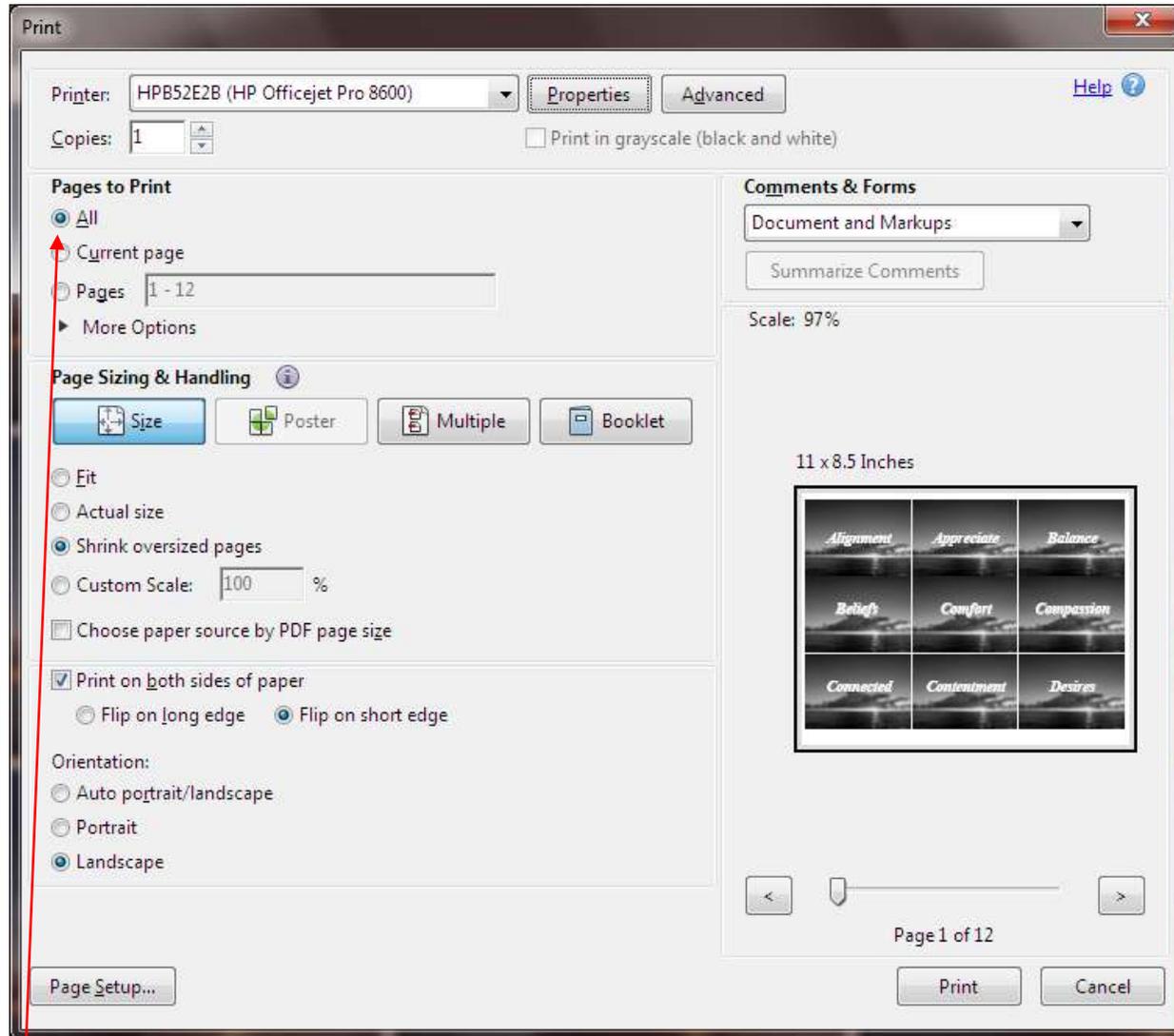
b. Paper Size: Letter

c. Media: Plain Paper\*

d. Quality Settings: Choose the quality of output print you desire.

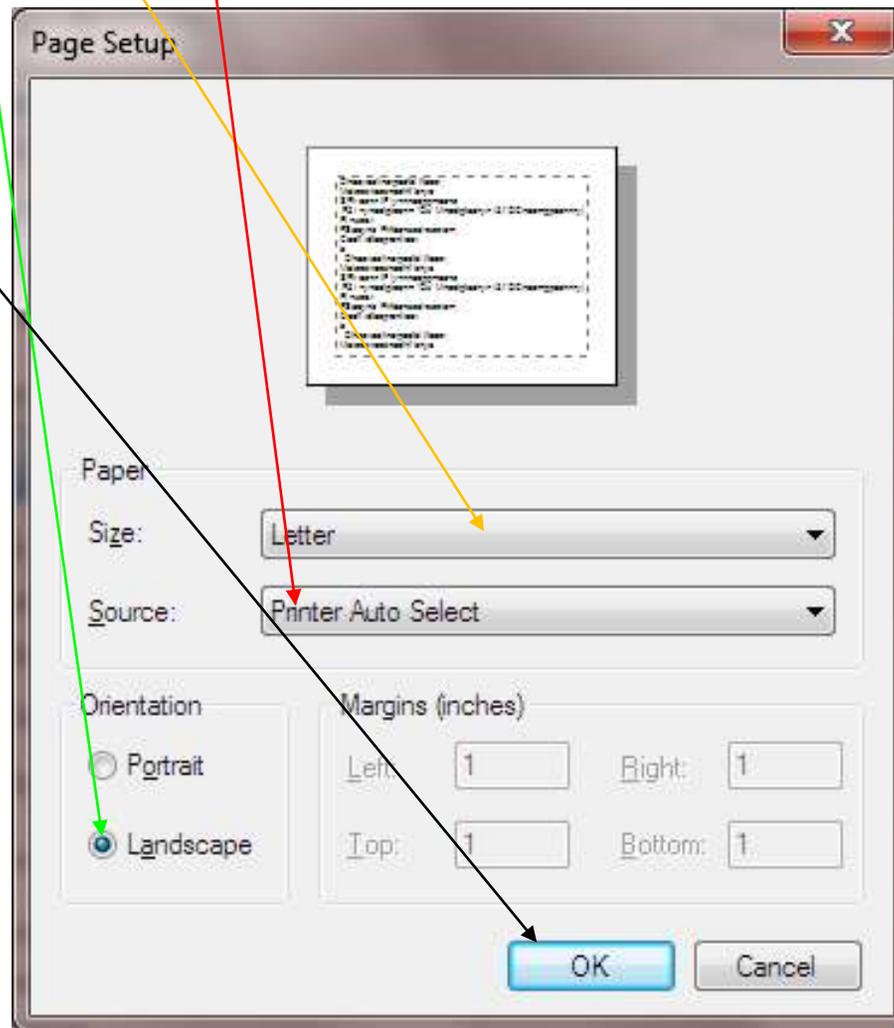
7. Click “**Ok**” to return to the “**Print**” screen

8. In the “*Pages to Print*”



- a. Be sure “*All*” is selected
  - b. In the “**Page Sizing & Handling**” be sure the following settings are selected:
    - i. Shrink oversized pages
    - ii. Print on both sides of paper is checked
      1. Flip on short edger is selected
    - iii. Orientation: Landscape
9. Click the “**Page Setup**” button in the bottom left corner

- a. Be sure these settings are selected:
    - iv. Paper Size: Letter
    - v. Paper Source: Printer Auto Select\*
  - b. Orientation: Landscape
10. Click "**Ok**" to return to the "**Print**" screen



## Single-Sided Printing:

Many printers will only permit single-sided prints. If your printer does not allow automatic duplex printing you can still print the front and back of the cards following these instructions.

See Screen Prints below for examples

1. Touch "**File**", then "**Print**" to reveal the "**Print**" screen
2. In the "**Pages to Print**"
  - a. Click the "**Pages**" button, then
  - b. Type 1,3,5 (This will print only the front of the cards)
  - c. In the "**Page Sizing & Handling**" be sure the following settings are selected:
    - i. Shrink oversized pages
    - ii. Orientation: Landscape
3. Click the "**Page Setup**" button in the bottom left corner
  - a. Be sure these settings are selected:
    - i. Paper Size: Letter
    - ii. Paper Source: Printer Auto Select\*
  - b. Orientation: Landscape
4. Click "**Ok**" to return to the "**Print**" screen
5. Click "**Print**" in the bottom right corner to print pages 1, 3, 5.

\* Choose the type of paper you are printing on "Plain Paper" or "Thick Plain Paper" or "Card Stock"

To print the back sides of the cards follow these instructions.

Stack pages 1, 3, 5 face up inserting the Balance, Compassion and Desires cards into the printer. *(The orientation may differ depending on your printer. Print only pages 1 and 2 on plain paper as a sample to be sure your paper is correctly installed. You may need to reverse the direction of pages 1,3,5 depending on how your printer functions.)*

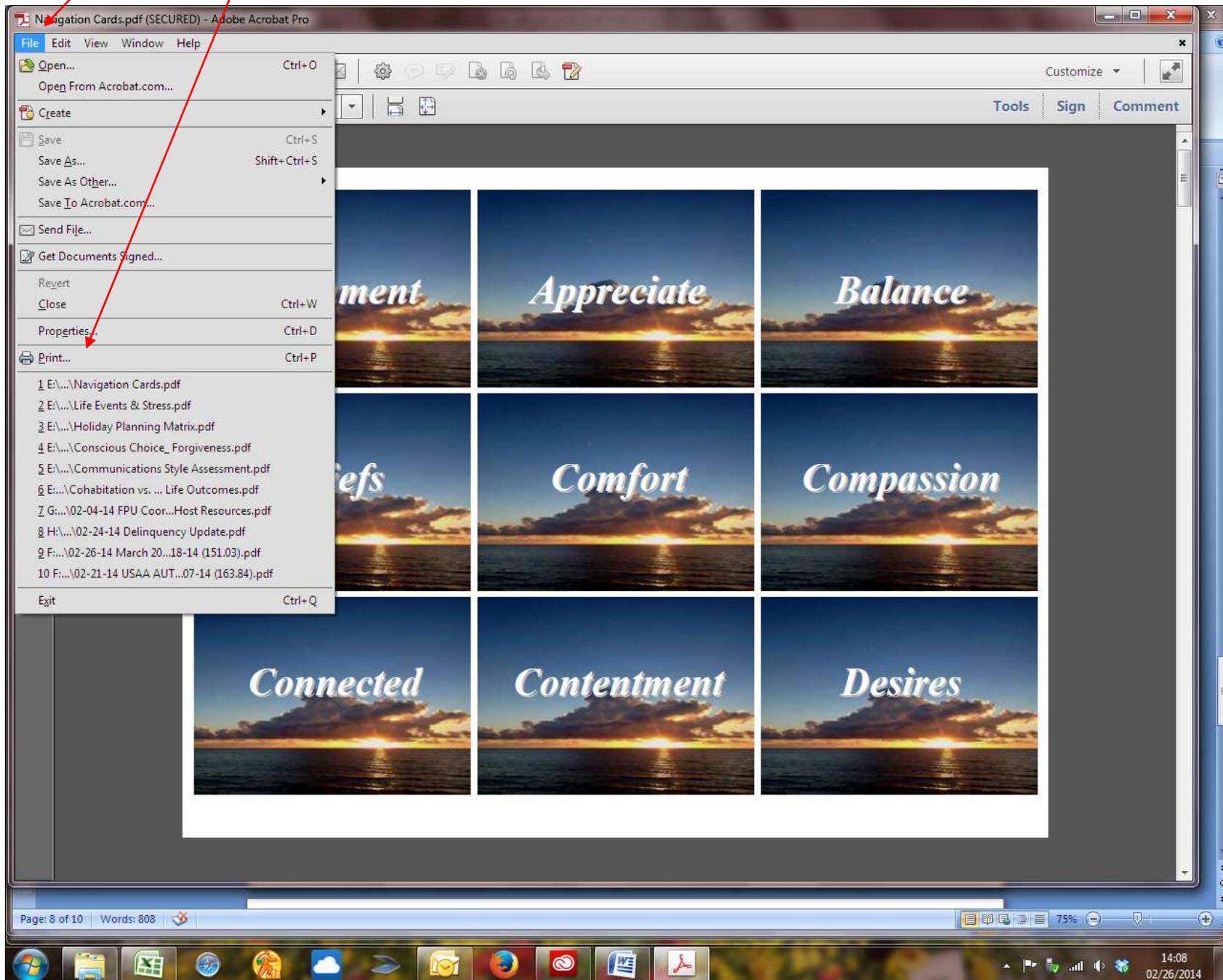
6. Touch "**File**", then "**Print**" to reveal the "**Print**" screen
7. In the "**Pages to Print**"
  - a. Click the "**Pages**" button, then
  - b. Type 2,4,6 (This will print only the back of the cards)
  - c. In the "**Page Sizing & Handling**" be sure the following settings are selected:
    - i. Shrink oversized pages
    - ii. Orientation: Landscape
8. Click the "**Page Setup**" button in the bottom left corner
  - d. Be sure these settings are selected:
    - i. Paper Size: Letter
    - ii. Paper Source: Printer Auto Select\*
  - e. Orientation: Landscape

9. Click "**Ok**" to return to the "**Print**" screen

10. Click "**Print**" in the bottom right corner to print pages 2, 4, 6.

\* Choose the type of paper you are printing on "Plain Paper" or "Thick Plain Paper" or "Card Stock"

1. Touch **“File”**, then **“Print”** to reveal the **“Print”** screen





3. Click the “**Page Setup**” button in the bottom left corner
  - a. Be sure these settings are selected:
    - i. Paper Size: Letter
    - ii. Paper Source: Printer Auto Select\*
  - b. Orientation: Landscape
4. Click “**Ok**” to return to the “**Print**” screen

