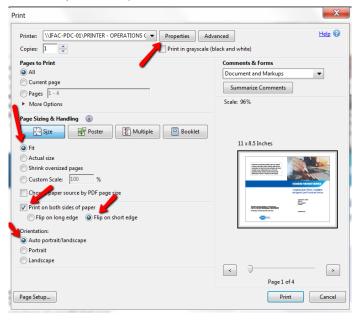




Instructions for Printing

Choosing the Right Service: Comparing Audit, Review, Compilation, and Agreed-Upon Procedures Services

- 1. Choose the file that matches the appropriate paper size for your color printer:
 - a. A4 (8.267 in x 11.692 in); or
 - b. Letter (8.5in x 11in).
- Use the following recommended print settings (note: available settings will depend on your particular printer and printer settings, so the recommended settings may not work for all printers).
 - a. Page size: select "Fit."
 - b. Check box: "Print on both sides of paper"
 - c. Select "Flip on short edge"
 - d. Orientation: select "Auto portrait/landscape"
- 3. Open "Properties"
- 4. Select the "Paper/Quality" tab, and select A4 or Letter as appropriate.
- 5. Select the "Finishing" tab, and use the following settings.
 - a. Check boxes for "Print on both sides" and "Flip pages up"
 - b. Booklet layout: Off
 - c. Pages per sheet: 1 page per sheet
 - d. Orientation: Portrait
 - e. Click "OK"
- 6. Click "Print"
- You should have two double-sided pages. Stack one page over the other, and fold in half into eight-page booklet. Check page numbers. Adjust if needed so that pages appear in the correct order.



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