

Check these settings before you press Print

- ☐ Open the PDF and look at the print preview
- ☐ Paper size in the dialog matches the paper in the tray
- ☐ Orientation matches the page (portrait or landscape)
- ☐ Pages: 1 sheet

- ☐ Scale: Actual size on US Letter paper
- ☐ Scale: Fit if the tray holds A4 or other paper
- ☐ Mac: Scale Down Only keeps smaller pages at original size

- ☐ Every date and the footer are inside the preview
- ☐ Keep dates 0.25 in or more from the edge
- ☐ Borderless only if your printer offers it

- ☐ Print one test page before a stack
- ☐ Hold the page to a ruler: 8.5 x 11 in sheet
- ☐ Use the ink-saver file for a draft or gray print