

Printing Recommendations for the 2011-2013 Funding Backgrounder for the Oregon Department of Forestry (ODF).

This document is designed to help explain the services, funding sources and issues faced by ODF. The Backgrounder is intended to be used by members of the public, and recognizing that home and business printers may provide variable paper and ink settings, here are some recommendations to help print the document from your computer printer.

The Backgrounder was designed for full-color printing, two-sided on 11 x 17 inch paper. A version of the Backgrounder in 8.5 x 11 inch format is also provided. Colors have been gray-scaled to effectively print in black & white.

How do I print this in 11x17?

NOTE: Printer driver settings will vary from system to system. Select “Print” from your document options:

In your Publication and Paper Settings screen:

- Printing Options - One page per sheet
- Paper size – 11x17
- Orientation – Landscape

Within the “**Properties**” button or key in the Print dialog box

- Page setup tab: 2 on 1 / 2-sided – Page size 11x17 – page layout: 1 page per sheet
- Finishing tab: Profile: 2 on 1, 2-sided // print style: 2 sided printing // Binding location: short-edge top

How do I print this in 8.5 x 11?

Printing on 8.5 x 11 paper stock may give you additional flexibility to present either on two 8.5x11 sheets printed on both sides, or load 8.5 x 11 master sheets into a commercial-grade printer to make an 11x17 booklet. For the booklet option, use your printer’s options for “Booklet” style printing.

Hopefully these tips assist you with printing the Backgrounder document. For additional questions related to the document, call (503) 945-7427 or e-mail: **kweeks (“AT”) odf.state.or.us**