Tips for best printing result - A4 and Letter sizes

> **Note:**
> International paper size 'A4', landscape orientation, is 297 mm wide x 210 mm long (11.69″ x 8.27″); aspect ratio 1.414:1.
>
> American paper size 'Letter', landscape orientation, is 11″ wide x 8.5″ long (279.4 mm x 215.9 mm); aspect ratio 1.294:1.

Scaling

To produce a double sided brochure with narrow margins and two folds you have to ensure first that you do not scale the output. The terminology depends on the make and model of your printer e.g. with a Hewlett Packard LaserJet 990 printer you would follow this sequence of actions:

1. Click on 'Print' in the File menu.

2. Go to Subsection: 'Page Handling'.

3. Under 'Page Scaling' select '**None**'. This is the key selection.

If your printer can print to the edges of pages, the final printout should have narrow margins and it should fold perfectly into 3 sections.

Two-sided printing

Go to '**Manual Two sided Printing**' or '**Automatic Two-sided Printing**' below depending on what your printer can do.

Manual Two-sided Printing

For printers without two-sided printing, print one side, turn the sheet over and print the other side.

Automatic Two-sided Printing

Again the choice of printer settings is critical and the terminology depends on the make and model of the printer.

On some printers the choice is between 'Tablet' or 'Book' printing. In this case for the landscape orientation of the brochure, choose '**Book**'.

On other printers the choice may be between 'Long edge' or 'Short edge' and that may be associated with 'Binding' on the 'Left', 'Top' or 'Right' of the page. In this case for landscape orientation and back-to-back printing the same way up, choose '**Short edge**' alone or with '**Left**' binding as appropriate for your printer.

For example, with a Hewlett Packard LaserJet 990 printer, you would follow this sequence of actions:

1. Still in the 'Print' window select 'Properties'.

2. Select the 'Features' tab.

3. Tick/check 'Two-sided printing', 'Automatic' and 'Book'.

4. Select page range.

5. Hit 'OK'.