

Instructions for Printing Buyer Representation Agreement 11"x17" PDF Files



To print

- Open the PDF file
- Choose File (or Menu), Print

The Print Dialog Box opens.
Depending on the printer,
your dialog box may look a
little different from this illustration.

- Choose to print on both sides of the paper
- Flip on short edge.
- Choose Landscape
- Choose Page Setup
Change the size of your paper
from its default to 11" x 17"

The screenshot shows a print dialog box with the following sections and settings:

- Pages to Print:** ☒ All, ☐ Current, ☐ Pages (1 - 2). A "More Options" link is below.
- Page Sizing & Handling:** Includes buttons for Size, Poster, Multiple, and Booklet. Below are radio buttons for ☐ Fit, ☒ Actual size, ☐ Shrink oversized pages, and ☐ Custom Scale: 100%. There is also a checkbox for "Choose paper source by PDF page size".
- Print on both sides of paper:** ☒ Print on both sides of paper. Below are ☐ Flip on long edge and ☒ Flip on short edge.
- Orientation:** ☐ Auto, ☐ Portrait, ☒ Landscape.
- Comments & Forms:** A dropdown menu set to "Document and Markups" and a "Summarize Comments" button.
- Page Setup:** A button at the bottom left.

Red arrows from the instructions point to the following settings:

- From "Choose to print on both sides of the paper" to the ☒ Print on both sides of paper checkbox.
- From "Flip on short edge." to the ☒ Flip on short edge radio button.
- From "Choose Landscape" to the ☒ Landscape radio button.
- From "Choose Page Setup" to the Page Setup... button.

Please be aware that not all printers may have the same exact settings and you may have to adjust accordingly to your specific printer.