

How To Print A Tri-Fold Brochure To Your Office Printer



1. Sign in to BioScanGathering at <https://www.ihtbio.com/bioscangathering/>
2. Click the link for either “MSA Resources and Marketing” or “SRT Resources and Marketing”
3. Scroll down and click a brochure link with the name “Combined (Medium Quality)”
4. The brochure will open in your web browser or Adobe Acrobat and is ready to be printed.

NOTE: Some devices might print the first page and then require you to manually flip the paper and reinsert it into a paper tray to print page two. Please consult with your printer manual for specific instructions.

Chrome Web Browser: **1)** Click the printer icon in the top right corner of the screen. **2)** Select the destination printer. **3)** Layout: Landscape, Pages: All, Copies: 1, Color: Color **4)** Click “More Settings” **5)** Paper size: 8.5” x 11”, Scale: Print to printable area, Two-sided: Print on both sides and flip on short edge. **6)** Click the “Print” button.

Edge Web Browser: **1)** Click the printer icon in the top right corner of the screen. **2)** Select your printer. **3)** Copies: 1, Layout: Landscape, Pages: All, Color: Color, Print on both sides: Print on both sides (Flip on short edge) **4)** Click “More Settings” **5)** Paper size: 8.5” x 11”, Scale: Print to printable area, **6)** Click the “Print” button.

Firefox Web Browser: **1)** Click the printer icon in the top right corner of the screen. **2)** Select the destination printer. **3)** Copies: 1, Layout: Portrait, Pages: All, Color Mode: Color **4)** Click “More Settings” **5)** Paper size: 8.5” x 11”, Scale: Print to page width, Two-sided printing: Flip on short edge. **6)** Click the “Print” button.

Brave Web Browser: **1)** Click the printer icon in the top right corner of the screen. **2)** Select the destination printer. **3)** Pages: All, Copies: 1, Color: Color **4)** Click “More Settings” **5)** Paper size: 8.5” x 11”, Scale: Print to printable area, Two-sided: Print on both sides and flip on short edge. **6)** Click the “Print” button.

Adobe Acrobat: **1)** Click the printer icon in the top left of the screen. **2)** Select your printer. **3)** Copies: 1, Pages to Print: All, Page Sizing: Shrink oversized pages, [X] Print on both sides of paper, (O) Flip on short edge, Orientation: Landscape, **4)** Click the “Print” button.

