

## Instructions for Printing

### *Choosing the Right Service: Comparing Audit, Review, Compilation, and Agreed-Upon Procedures Services*

1. Choose the file that matches the appropriate paper size for your color printer:

- a. A4 (8.267 in x 11.692 in); or
- b. Letter (8.5in x 11in).

2. Use the following recommended print settings (note: available settings will depend on your particular printer and printer settings, so the recommended settings may not work for all printers).

- a. Page size: select "Fit."
- b. Check box: "Print on both sides of paper"
- c. Select "Flip on short edge"
- d. Orientation: select "Auto portrait/landscape"

3. Open "Properties"
4. Select the "Paper/Quality" tab, and select A4 or Letter as appropriate.
5. Select the "Finishing" tab, and use the following settings.

- a. Check boxes for "Print on both sides" and "Flip pages up"
- b. Booklet layout: Off
- c. Pages per sheet: 1 page per sheet
- d. Orientation: Portrait
- e. Click "OK"

6. Click "Print"
7. You should have two double-sided pages. Stack one page over the other, and fold in half into eight-page booklet. Check page numbers. Adjust if needed so that pages appear in the correct order.

