

## Printing Your E-Pillar

If you are having trouble printing your copy of the BUCC E-Pillar, these suggestions may help. Though your printer may be a little different, these should work with most printers, possibly with some modification.

You first download the E-Pillar from the web to a file-location you will remember.

Then you click on the Adobe Reader icon to open it. (If you don't have Adobe Reader on your computer, it can be downloaded free from the web. Many sites offer the link to do so.)

In the upper left corner, click on "File" and select the E-Pillar at the location where you have saved it. You now should see the first page of the E-Pillar. Click on the "Print" icon.

About half way down the page is the box "Page Scaling". Click on it and select the last item: "Booklet Printing" You should now see two pages of the E-Pillar side by side in the window.

Below the "Booklet Printing" box is a box "Booklet Subset". In that select either Front or Back, then select OK to print All.

After all 5 or so sheets have printed, flip the pile of pages over as a group and reinsert them into your computer. Be sure to flip the pile in such a way so as to keep the tops of the printed pages on the same side of your computer.

Select the other side, Back or Front, and chose OK to print all.

You should now have the completed E-Pillar. However, the sheets may be in reverse order and the pile needs to be resorted by hand. Good Luck.