



PRINTING INSTRUCTIONS

for Print-Ready Issues of Airman Magazine

- 1. The magazine is formatted for 11"x17" double-sided paper.**
This is standard for 8.5"x11" when folded in half.
- 2. Open print-ready booklet in Adobe Acrobat.**
- 3. Choose 11x17 print size.**
- 4. Choose photo paper at high quality.**
- 5. Choose borderless printing (so there is no white border around print).**
This isn't 100% required, but know you will need to trim the white edges off the pages after printing.
- 6. Print first spread.**
A spread is a printing term for one printed page containing two pages.
- 7. Once finished, flip page on shorter edge to print on the back side.**
Ensure the top/bottom, or long edge, are the same with the facing page...you don't want pages upside down.
- 8. Repeat for all remaining pages.**
- 9. Trim any excess edges if you didn't print borderless.**
- 10. Carefully fold each page down the middle ensuring the corners are aligned.**
- 11. Arrange the folded spreads in proper page order.**
- 12. Using a sturdy table, open a stapler to vertically staple down the fold/middle.**
Three staples is ideal.