Need help printing? Here are instructions:

⚠ Check if your printer supports automatic double-sided printing.

⚠ Options and terminology may vary depending on your device, printer, and PDF viewer. Consult your owner's manual if necessary.

⚠ Use card stock if you want a more durable card.

Double-Sided Printer Instructions

1. Open the downloaded PDF file.

2. Click the **print button** or choose **'Print...'** in the File menu.

3. Make the following selections in the print dialog:

   - Choose the **'Duplex'**, **'Two-Sided'**, or **'Print on Both Sides'** option.
     ⚠ *Don't see this? Move on to Single-Sided Printer Instructions.*

   - Select "Flip on Short Edge" or "Short-Edge binding." (You might find these options under "Additional Settings" or "Layout" in your print dialog.)

   - Choose "Landscape" orientation.

   - For Paper Size, choose 11 x 8.5, **A4,** or **US Letter**.

   - For Scale, choose **'Actual size'**, **'Default'**, or **'100%'**.

4. Click the **'Print'** button. Cut and use!

Single-Sided Printer Instructions

1. Open your downloaded PDF file.

2. Print side one:

   - Click the **print button** or choose **'Print...'** in the File menu.

   - Make a small "x" in the lower right-hand corner of a piece of paper. Place the paper in your printer's tray with the "x" facing up and in the bottom right corner.

   - Make the following selections in the print dialog:

- For Pages to Print, choose **'Odd Pages' to print all front pages at once** or select only **page 1 to print each page separately**.

- Choose "Landscape" orientation.

- For Paper Size, choose 11 x 8.5, **A4,** or **US Letter**.

- For Scale, choose **'Actual size'**, **'Default'**, or **'100%'**.

- Click the **'Print'** button.

3. To print the second side:

- Place the paper (s) with the "x" facing down and in the top right corner. (Orient all three pages this way if printing all at once.)

- Make the following selections in the print dialog:

  - For Pages to Print, choose **'Even Pages' to print all side 2s** or select only **page 2 to print each page separately**.

  - Choose "Landscape" orientation.

  - For Paper Size, choose 11 x 8.5, **A4** or **US Letter**.

  - For Scale, choose **'Actual size'**, **'Default'**, or **'100%'**.

  - Click the **'Print'** button.