



# Leader Pocket Guide Printing Cheat Sheet



UNCLASSIFIED

COVID-19 Leader Pocket Guide v1.pdf - Adobe Acrobat Pro 2017

**1** File Edit View Window Help

- Open... Ctrl+O
- Create
- Save Ctrl+S
- Save As... Shift+Ctrl+S
- Save as Other
- Export To
- Attach to Email...
- Revert
- Close Ctrl+W
- Properties... Ctrl+D
- 2** Print... Ctrl+P
- 1 C:\...\COVID-19 Leader Pocket Guide v1.pdf
- 2 C:\...\Establishing the ...onal Korea) v1.pdf
- 3 C:\...\SAR Weekly Summar...Apr20-26Apr20).pdf
- 4 C:\...\USAG Italy\_Recovery Handbook\_FINAL.PDF
- 5 C:\Users\...\Maj Steffes ARN6063.pdf
- View All Recent Files...
- Exit Ctrl+

**Print**

Printer: \\NRES07NOLAVS002.mcidsus.mcids.usmc.mi Properties Advanced

Copies: 1  Print in grayscale (black and white)  Save ink/toner ⓘ

**Pages to Print**

All  Current page  Pages 1 - 12

**Page Sizing & Handling** ⓘ

Size Poster Multiple Booklet

Pages per sheet: Custom... 1 by 1

Page order: Horizontal

Print page border

**3** Print on both sides of paper

Flip on long edge  **4** Flip on short edge

Orientation:


Portrait  Landscape  Auto-rotate pages within each sheet

**Comments & Forms**

Document and Markups Summarize Comments

Scale: 80%

8.5 x 11 Inches



Page 1 of 12

Print Cancel

## KEY

- Step **1** Select "File" Tab
- Step **2** Select "Print" Tab w/in File drop-down menu
- Step **3** Select "Print on both sides of Paper"
- Step **4** Select "Flip on short edge"