Instructions for Printing 11" x 17" Folio PDFs

In Adobe Acrobat, when you open a folio that is designed to be printed on 11" x 17" paper, and then folded in half, it can look a little strange. This example shows one side of the PDF – when it is folded in half, it forms the front and back of the folio. The other side (not shown) of the PDF forms the inside pages.
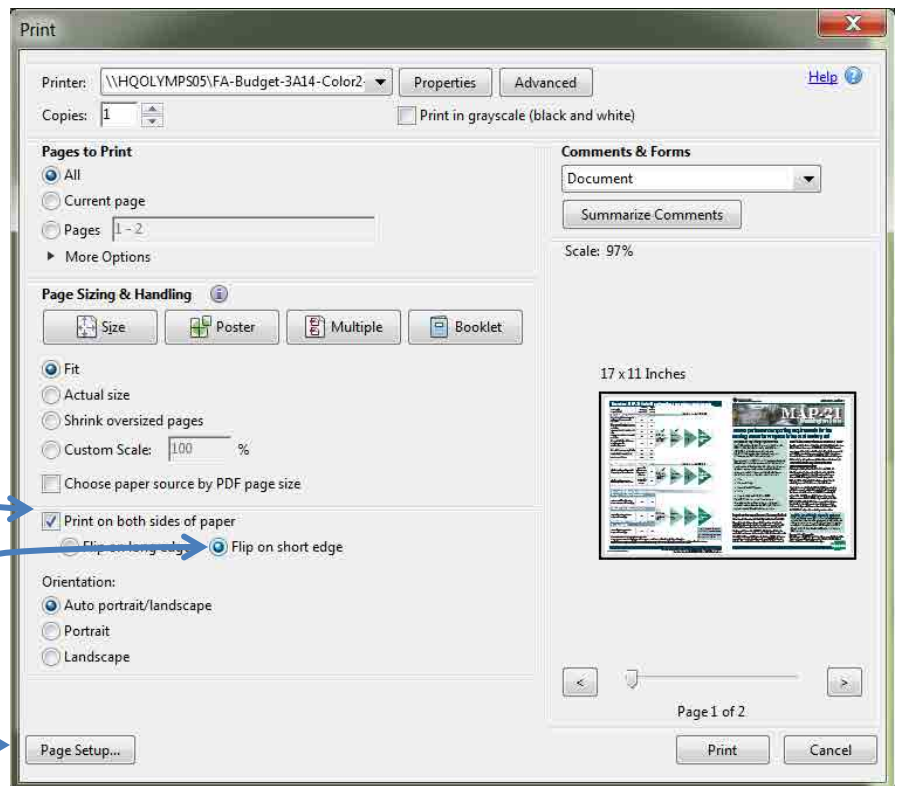
To print

1. Open the PDF,
2. Choose File, Print.

The Print Dialog Box opens.

Depending on the printer, your dialog box may look a little different from this illustration:

1. Choose to print on both sides of the paper,

2. Flip on short edge.

3. Choose Page Setup

4. Change the size of your paper from its default (letter size) to 11" x 17"

Once printing is complete, simply fold the folio in half.

IF YOUR PRINTER DOES NOT HANDLE 11" x 17" PRINTING AND YOU PREFER TO PRINT THE FOLIO IN 8 1/2" x 11" FORMAT, email WixsonY@wsdot.wa.gov, specify the folio(s) need, and she will email you the alternate format.