

INSTRUCTIONS FOR CUSTOMIZING AND PRINTING THE JOIN US BROCHURE

AAUW of Virginia has created a trifold membership (Join Us!) brochure and a separate abbreviated membership application (to cut and fit inside the brochure). We produced the brochure in PDF and Word. Both versions are the same. Both versions print well in color or black and white. Each will need to be printed double-sided.

Please PRINT AND SAVE THESE INSTRUCTIONS where you will be able to find them when you need to.

Below are some directions for printing the brochure. Please include the directions when you send this brochure to others. If you have trouble printing or adding branch information, contact Patsy Quick, Web Manager at pnquick@cox.net. The AAUW Office Depot discount may a relatively inexpensive way to print multiple copies of the brochure and application.

- **For the PDF version:** If you have a printer that automatically prints double-sided you will need to set your printer to "Print on both sides. Flip the short edge." This is a landscape document so on some printers, you may need to set that as well.
If your printer does not automatically print double-sided you will need to experiment to determine how to separately print each side of the brochure to fit appropriately back to back.
- **For the Word version:** If you have a printer that prints double-sided automatically you will need to set your printer to "Print on both sides. Flip pages on the long edge." You will also need to set it to "Landscape."
If your printer does not automatically print double-sided you will need to experiment to determine how to separately print each side of the brochure to fit appropriately back to back.