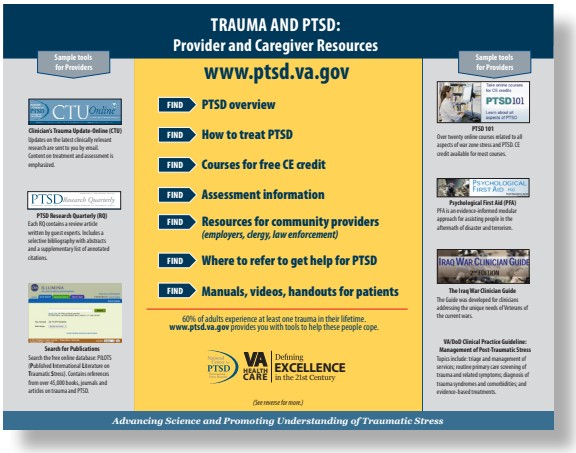

Instructions for printing the 'Trauma and PTSD: Provider and Caregiver Resources' 2-sided flyer

The PDF file for this flyer, at 8.5" x 11" in size, can be printed on **conventional office printers** (black-&-white or color) or can be forwarded to a **professional printing service** for high quality reproduction.

For printing on **conventional office printers**, please note the following:

- Not all office printers allow for 2-sided printing. Use the Print dialogue box to verify whether your chosen printer allows 2-sided printing. It is, however, ok to print the document on two sheets if necessary.
- Depending on the specific type of office printer, the PDFs will likely print with a white border around the edge. This is normal.
- Before running a large duplication job, do a 'test print' of the PDF, making sure to select 'two-sided' from the Properties > Finishing tabs on the Print dialogue menu. Make sure that no part of the document has been pushed out beyond the page border. You may need to use the 'Shrink to fit' or similar function.
- The PDF document has been designed to print its 2 sides 'head-to-head.' This means that the back side should not be upside-down relative to the front side.

For printing with a **professional printing service** for high quality reproduction, please note the following:

- All fonts, images and color information are embedded in the PDF. Trim is to 8.5" x 11," with full bleed. Paper can be coated or non-coated, preferably brochure weight with good opacity. There are no PMS colors used.
- The document's colors cover the paper right up the to the paper's edge. In printer's words, this document is a 'full bleed' document. There should be no white around the edge of the final printed pages.
- When specifying a paper for printing the document, a 100-pound, coated paper is a good choice.

You can ask the printing service for a 'proof' of the document, so that you can verify color accuracy and other details, prior to having the job run on press.

For questions or problems, call the VA National Center for PTSD, at (802) 296-5132.