Instructions for printing mental health materials:

- The materials are saved as PDF files for easier printing
- Before printing, make sure you:

Print	\times Open the
Printer: NPIA329CE (HP LaserJet 500 colorMFP M570c V Properties Advanced	Help ⑦
Copies: 1 Save ink/toner	click on
Pages to Print Document: 3.3 x 8.5in	"Properties"
All O Current O Pages 1 - 2 8.5 x 11 Inches	-
Size Poster Multiple Booklet	
 Fit Actual size Shrink oversized pages Custom Scale: Monose paper source by PDF page size Orientation: 	
Auto O Portrait O Landscape	
Comments & Forms	
Page 1 of 2	>
Page Setup Print 0	Cancel
NPIA329CE (HP Laserlet 500 color/MEP M570do) Document Properties	· · · · · · · · · · · · · · · · · · ·
Advanced Printing Shortcuta Paper/Quality Effects Enishing Color Services page, flip o	int on both sides of the over (Short Edge)
A printing shortcut is a collection of saved print settings that you can select Click OK	
Printing shortcuts:	
Factory Defaults	
General Everyday Printing Paper sizes: 8.5 × 11 inches Letter	
Envelopes Paper source: Automatically Select	
Cardstock/Heavy Cardstock/Heavy Print on both sides:	
Labels No V No Ves. fip over	
EcoSMART Settings	
Save As Delete Reset	
About Help	

- Once you're back on the main menu make sure you select:
 - the number of copies you would like to print
 - "All pages" on the Pages to Print tab
 - "Actual Size" on the Page Sizing and Handling Tab
- Once you do this, you're ready to hit "PRINT"

Print	×
Printer: NPIA329CE (HP LaserJet 500 colorMFP M570c V Properties Ac	dvanced Help 🕐
Copies: 1 Print in grayscale (bla	ack and white) 🔲 Save ink/toner 🕕
Pages to Print ● All ○ Current ○ Pages 1 - 2 ▶ More Options	Document: 3.3 x 8.5in 8.5 x 11 Inches
Size Poster Multiple Booklet Fit Actual size Shrink oversized pages Custom Scale: 100 Choose paper source by PDF page size 	LIDEANDO CON EL ESTES But non el de Sentantia de la consection de la consection de la conse
Orientation: Auto OPortrait OLandscape	
Documents & Forms Document and Markups V Summarize Comments	
Page Setup	Page 1 of 2 Print Cancel