Printing Tips for the **Printable** *2017 OCDS Legislative Documents*
(Listed first on the "Legislative Documents" page of ocds.info)

Printing on a Home Computer

The *2017 OCDS Legislative Documents* file is a pdf file that can be opened and printed from the Adobe Reader program that is standard on most PC and Mac computers.

Full-sized Pages

The document can be printed from Adobe Reader as 91 full-sized pages, printed either single or double-sided, on standard copy paper. The pages can then be bound in a three ring binder.

Booklet-sized Pages

The document can also be printed from Adobe Reader using the "Booklet" printing option. This option prints the pages the same size as our original *2017 OCDS Legislative Documents* booklets. Two pages are printed on each side of a single piece of paper, so the entire document can be printed on only 23 sheets of paper. It is highly recommended that you print one or two test pages before printing the entire document to ensure that the layout and orientation of the pages are correct. Some computers and printers may require adjustments to the standard "Booklet" printing option in Adobe Reader to achieve the desired result.

To make booklets, you will need a good-quality paper cutter to cut the sheets in half, and you will need access to a binding machine and binding supplies (clear covers, backs, and binding spirals or spines). If you do not have access to a binding machine and materials, do not cut the pages in half. Simply fold the pages over in half and staple the spine. If you have printed the document using the "Booklet" option, the page numbers should match the page numbers in the original *2017 OCDS Legislative Documents* booklets, and the cover will appear on the outside of the bound or stapled booklet.

Professional Printing

You can also download the pdf file to a memory stick or CD and take it to a professional printer or copy shop. It is highly recommended that you take along one of the original *2017 OCDS Legislative Documents* booklets, so the printer or copy shop can see how the final product should look.