

CRF Printing Instructions

It is important to follow the instructions below to prevent shrinking or skewing of DataFax CRFs. DataFax will be unable to read CRFs that are shrunken or skewed.

Instructions are provided for Acrobat 5.0, 6.0 and 7.0. Unless otherwise noted, instructions apply to all listed versions of Acrobat. Other versions of Acrobat may vary slightly.

Acrobat (5.0, 6.0 and 7.0)

1. Under “File,” select “Print.” The “Print” window will appear.
2. Select paper size:
 - In the “Print” window, select “Properties.” The “Document Properties” window will appear.
 - In the “Document Properties” window, click on the “Layout” tab, then on the “Advanced” button (in the lower-right corner of the window).
 - In the window that appears, under “Paper Size,” make sure the correct paper size is selected (Letter for U.S. sites, A4 for some international sites).
 - Click “OK” to return to the “Document Properties” window.
3. Select double-sided printing:
 - **(For Acrobat 5.0 and 6.0 only)** In the “Layout” tab, under “Print on Both Sides (Duplex),” select “Long Side.”
 - **(For Acrobat 7.0 only)** In the “Layout” tab, under “Print on Both Sides,” select “Flip on Long Edge.”
 - Select “OK” to return to the “Print” window.
4. ***This step is very important.***
 - **(For Acrobat 5.0 only)** In the “Print” window, under “Copies and Adjustments,” ***make sure*** the “Shrink oversized pages to paper size” box ***is not checked.***
 - **(For Acrobat 6.0 and 7.0 only)** In the “Print” window, under “Paper Handling,” ***make sure*** “Page Scaling” is set to “None”.
 - ***Make sure*** the “Auto-rotate and center pages” box ***is not checked.***

If either of these settings are not correct, the document may shrink or skew when printed.
5. Select “OK” to print.