

CRF Printing Instructions

It is important to follow the instructions below to prevent shrinking or skewing when printing DataFax CRFs. DataFax may not be able to read CRFs that are not printed correctly.

Instructions are provided for Acrobat 5.0, 6.0, 7.0, and 8.0. Unless otherwise noted, instructions apply to all listed versions of Acrobat. Other versions of Acrobat may vary slightly.

For Acrobat 7.0 and earlier

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 oversize 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.

For Acrobat 8.0

1. Under “File,” select “Print.” The “Print” window will appear.
2. Select print specifications (paper size, double-sided printing, etc.):
 - In the “Document Properties” window, click on the “Effects” tab.
 - ***Very Important:*** Click on “Actual Size” if it is not already selected. ***No other buttons should be checked in this window.***
 - Click on the “Printing Shortcuts” tab.
 - On the left, under “Printing Shortcuts,” select Two-sided (Duplex) Printing.
 - On the right, under “Page Size,” select the correct paper size that matches the PDF file (e.g., if the PDF file has A4 paper size, select A4 paper size).
 - On the right, under “Orientation,” select “Portrait” if it does not already appear.
 - On the right, under “Print on both sides,” select “Yes, Flip Over” if it does not already appear.
3. Click “OK” to get back to the print menu.
4. Click “OK” to print.

Though it is advised that DataFax CRFs are printed on a laser or inkjet printer, copies may be made (on a copy machine), as long as the original (“masters”) have been printed on a printer AND the quality of the copier output is high (i.e., the barcodes are completely black, there is no skewing or shrinking of the original image of the CRF).