

## Instructions for duplicating GALILEO Quick Search Bookmarks

The Quick Search bookmarks have images and information on the front and back. Here are a few tips to help with printing or duplicating using a copier.

### Printing:

**Some printers may support duplex printing. If so, please consult your printer instructions for further information on using your printer's duplexing features. If your printer does not support duplex printing, please see the information found below on duplicating using a copier.**

1. From the Adobe Acrobat Reader file menu, select print.
2. Within the "print range" section of the print menu, click on the "pages from" radio button. Enter in "2" in the first box and "3" in the second box.
3. Follow printer-specific instructions for duplex printing.

### Duplicating using a copier:

**Most copiers will provide a mechanism for printing from two pages to one front-and-back page. Please follow your copier's instructions for duplicating.**

1. Set the copier to copy from two pages to one page (front and back).
2. Reduce the image size to 99% so that front and back sides will align correctly. You may have to adjust the percentage on your copier to make the front and back align.
3. Follow copier instructions for duplicating.

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