

Adobe Reader is available as a free download, while Adobe Acrobat has to be purchased (although you can download a free trail). Ensure the latest version is installed on your computer.

**Acrobat:** In the print dialogue box, select Tile Large Pages under the Page Scaling options. Ensure that Documents and Markups is selected under the Comments and Forms options. Ensure that Cut Marks and Labels are both checked. Increase the page overlap to .5 inches, if a larger overlap is desired.

**Reader:** In the print dialogue box, select Poster under Page Sizing & Handling. Ensure that Cut Marks and Labels are selected. Ensure that Documents and Markups is selected under Comments & Forms. Increase the overlap to .5 inches, if desired.

Layout and tape together the numbered pages as follows:

		Columns				
		1	2	3	4	5
Rows	1	(1,1)	(2,1)	(3,1)	(4,1)	(5,1)
	2	(1,2)	(2,2)	(3,2)	(4,2)	(5,2)
	3	(1,3)	(2,3)	(3,3)	(4,3)	(5,3)
	4	(1,4)	(2,4)	(3,4)	(4,4)	(5,4)