

### Petition Printing Requirements and Instructions

It is very important to verify the following items.

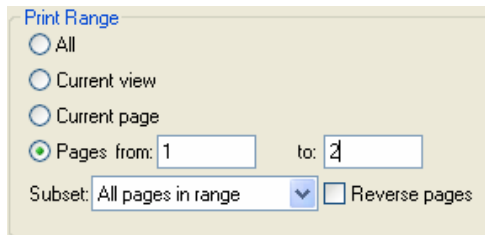
**IF THE PETITION DOES NOT MEET THE FOLLOWING STANDARDS ALL SIGNATURES ON IT WILL BE DISQUALIFIED.**

- 1) **Must be printed on a single piece of paper with the initiative text on one side and the signature area on the other**
- 2) **The top margin on both the sides must be a minimum of 1"**
- 3) **All petition text must be printed and must be readable. If the ink smudges, please print a new page.**
  - a. **HP Inkjet printer owners beware because the ink is water soluble and smears easily when wet**
  - b. **Be sure to let the ink dry for 30 seconds or so before reinserting into printer for 2<sup>nd</sup> page**

**Once you have printed the petition, please take a few minutes to review it and make sure all items listed above have been met. If they haven't the petition will not qualify.**

Below are some of the general guidelines to help you print the petition on both sides of one piece of paper:

1. Open the Petition document
  - a. If you have trouble opening the document directly from the website, download it to your hard drive first and then open it.
2. Go to File > Choose Print
3. The print screen will open
4. For most printers on the left side is a section called "Print Range"



Print Range

All

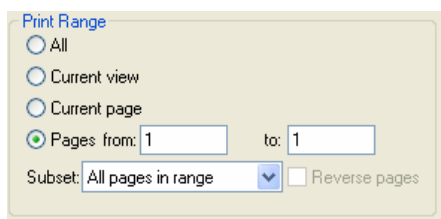
Current view

Current page

Pages from: 1 to: 2

Subset: All pages in range  Reverse pages

5. Choose Option Pages from \_\_\_\_ to \_\_\_\_
6. To print Page 1 enter from 1 to 1 in the option boxes



Print Range

All

Current view

Current page

Pages from: 1 to: 1

Subset: All pages in range  Reverse pages

7. Click on the Print or OK button
8. Page 1 will print
9. Put the paper back in your printer so Page 2 will print on the back of Page 1
10. Follow points 2 – 5
11. Enter From Page 2 to 2
12. Click on the print button

#### **Tips on printing the Petitions.**

**Printing on the back of a piece of paper is a slightly different process for each printer. More than likely it will take a few experiments to get this right. Please take the time to experiment and make sure the petition(s) used for gathering signatures is (are) printed correctly. Pay particular attention to make sure that no text was cut off near the margins of the page. It may take a few attempts at adjusting printer setup options to get the margins set so that no text is cut off. Please do not adjust the printing scale to compress or expand the document.**