

Driver Bill of Rights Printing Instructions

For Professional Printing

For professional printing at a print shop, such as FedEx, select the Driver Bill of Rights PDF labeled **PRINT_Driver Bill of Rights.pdf**. The colors and lines along the side are bleed and crop marks that the printer will need. Communicate the following details to the printers:

- The quantity you wish to print
- Driver Bill of Rights Size: 3.75 (width) x 8.5 (height) inches.
- Paper Quality: We recommend at least 80-pound cover weight with a matte finish
- What the finished product will look like. Give them photos of the finished product, or a version that you printed out yourself
- Print on the front and back of the paper

For Personal Printing

For printing on your home or office printer, use the Driver Bill of Rights PDF that is labeled **PRINT_Driver Bill of Rights_Personal.pdf**.

1. Load your printer with heavy, matte cardstock paper (80-pound cover weight).
2. Open the document titled "**PRINT_Driver Bill of Rights_Personal.pdf**" and select "print" from the File menu.
3. A print window will open. In the window, look for a setting labeled "size" or "dimensions" and set it to "**actual size,**" "**100%**" or "**3.75 x 8.5 inches.**"
4. Look for your print side options and set your document to print on both sides of one page.
5. Press print.
6. Take the printed page, use the black "trim marks" on the corners to align with a straight edge and cut. This will look best by using a ruler and an x-acto knife.