To print out a trifold brochure from Publisher 2016

1. Create the document utilizing the Publisher trifold template
2. Select Print, and from the Print Properties menu (see below) select
   a. *Print on Both Sides – Flip pages on long edge*
   b. *Printer Properties: Finishing Tab – Make sure that “Flip pages up” box is NOT checked*
   c. *Printer Properties: Finishing Tab – Make sure that the “Landscape” box is checked*