To print out a trifold brochure from Microsoft Word 2016

1. Ensure that document **Page Layout – Orientation** is set to **Landscape**
2. Select Print, and from the Print Properties menu (see below) select
   a. **Print on Both Sides – Flip pages on short edge**
   b. **Landscape Orientation**
   c. **Printer Properties: Finishing Tab – Make sure that “Flip pages up” box is checked ✓**