

## **ECO209**

# **Macroeconomic Theory and Policy**

### **Instructions to Print Four Slides per Page**

1. Download the file and save it in your hard disc (sometimes it takes too long to print it directly from the website).
2. Bring (i.e., open) the saved file to your screen (note that all files are in PDF format).
3. Click “Print” from the file menu.
4. Click “Properties” at the top right corner of the window.
5. Click “Finishing”.
6. Enter “4” in the box for “Pages per Sheet”.
7. Click in the box indicating “Print Page Borders”.
8. Click “Save” to save the setting for future occasions. Name the new setting so you can access it next time.
9. Click “OK”.
10. Suggestion: Test if it works by printing the first 4 slides. In “Print Range” indicate “Pages from 1 to 4”.

August 18, 2007