To Print on Google Chrome Browser*:

- Click the print icon in the upper right-hand corner.
- Select your "Destination" printer.
- Set "Pages" to "All". This document is only one page on standard Letter or A4 paper.
- Select the number of copies to print.
- The "Color" option can remain unchanged. This document is in black and white.
- Click on the "More Settings" dropdown arrow to open up additional options.
- Select paper size. "Letter" for USA and Canada, and "A4" for the rest of the world.
- Set "Pages per sheet" to 1.
- For "Scale", set the option to "Custom", and then enter 100.
- The option "Two-sided" may be checked or unchecked. This document is only one page.
- Click "Print"!

Verify size with a ruler:





Use template only if these squares measure correctly.



*Chrome's printer options change based on the options available for each printing machine. For example, if your printer doesn't print color, that option may not appear. Follow these instructionsas a guide as best as possible.