

## Download Nomination Petition/Papers Pages

### **!! IMPORTANT NOTICE !!**

**THE NOMINATION PETITIONS AND NOMINATION PAPERS FORMS ARE BEING PROVIDED FOR THE PURPOSE OF SUPPLEMENTING THE SUPPLY OF NOMINATION PETITION FORMS AVAILABLE FROM THE BUREAU OF ELECTIONS. BEFORE DOWNLOADING OR PRINTING ANY OF THE NOMINATION PETITIONS OR NOMINATION PAPERS FORMS, PLEASE READ THE FOLLOWING INSTRUCTIONS VERY CAREFULLY. FAILURE TO REPRODUCE THE NOMINATION PETITION FORMS CORRECTLY WILL RESULT IN THE REJECTION OF THOSE FORMS.**

The duplex (two-sided) nomination petition/papers forms **must** be printed as two-sided (single page, front and back) forms. If a duplex nomination petitions/papers form is not printed as a two-sided form, it will not be accepted for filing. This requirement **cannot** be satisfied by printing each side of the duplex nomination petition form on a separate sheet of 8 ½" x 14" paper and affixing the two sheets together.

All nomination petition forms must be printed on plain white 8 ½" x 14" **(Legal Size)** paper.

All nomination petitions and nomination papers must be printed **"HEAD TO FOOT"** meaning that the final copy is turned from top to bottom as opposed to left to right.

Please read all instructions provided with the nomination petitions/papers forms prior to circulating them.

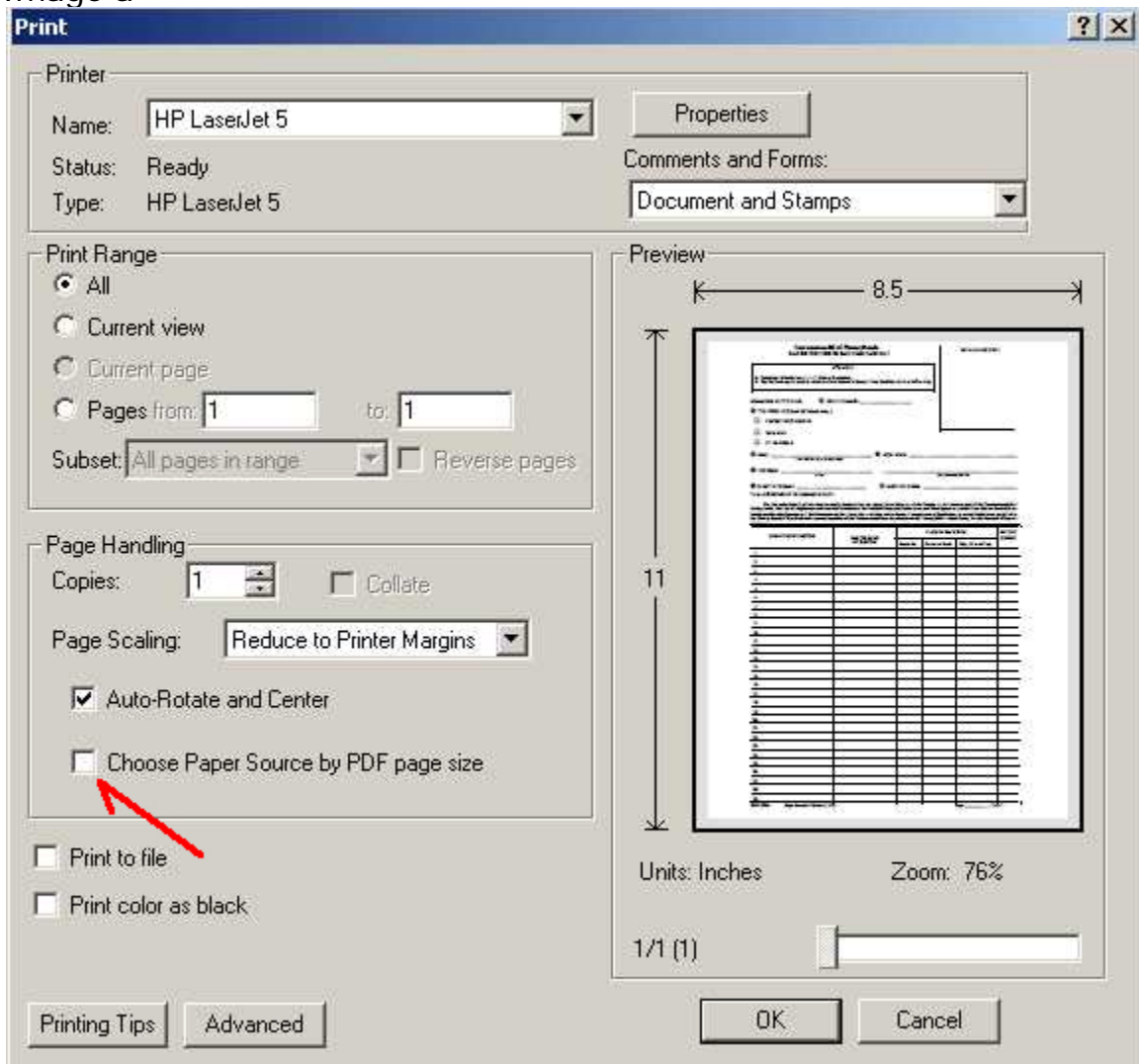
Printing Instructions

#### **To print legal size documents:**

1. To change the paper size for your printer, **DO NOT** click on the "File" menu at the top of the window and then select "Print". Making paper size changes in that manner will not affect the paper size that Acrobat will use to print the document. The paper size change must be made as specified below.

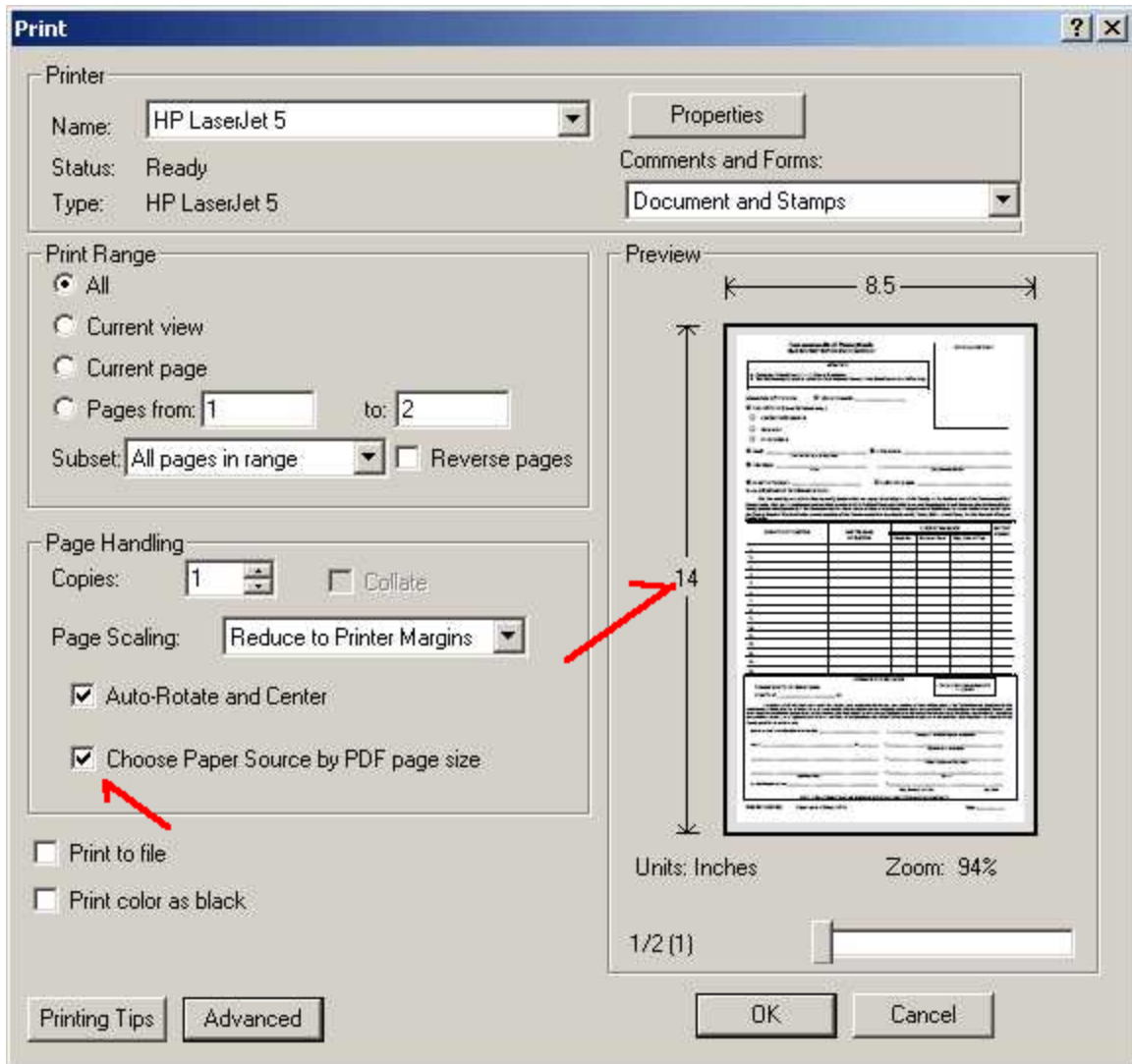
2. Within the Acrobat window and immediately above the open document you should see a row of Acrobat icons. Click on the printer icon. An Acrobat "Print" dialog box will open.
3. Look for the check box entitled "Choose Paper Source by PDF page size" (image a). If this option is available to you check the box.

Image a



This should change the paper size to legal.

Image b

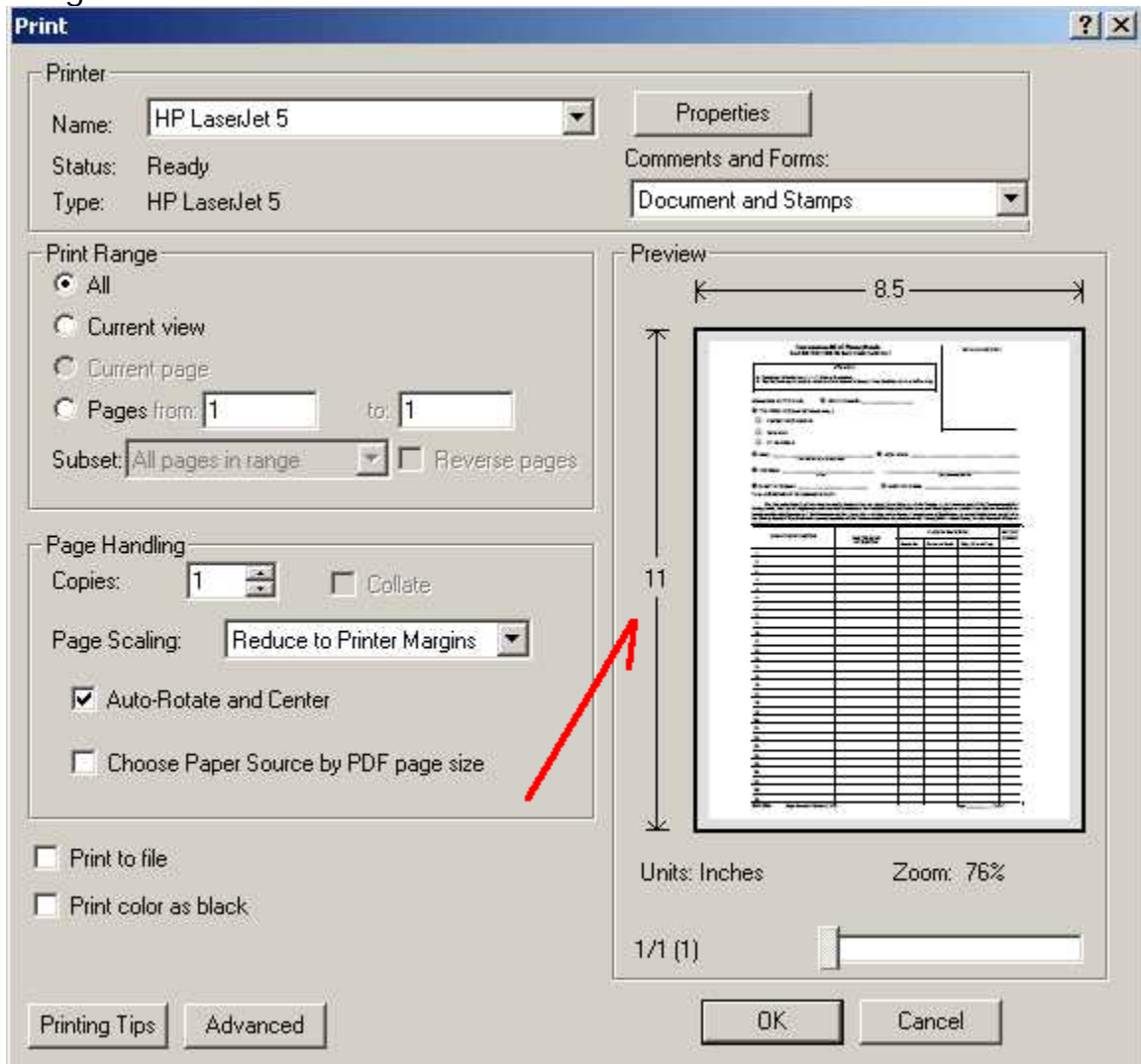


Click "OK" and the legal size document should print.

If this does not work then proceed to the following directions.

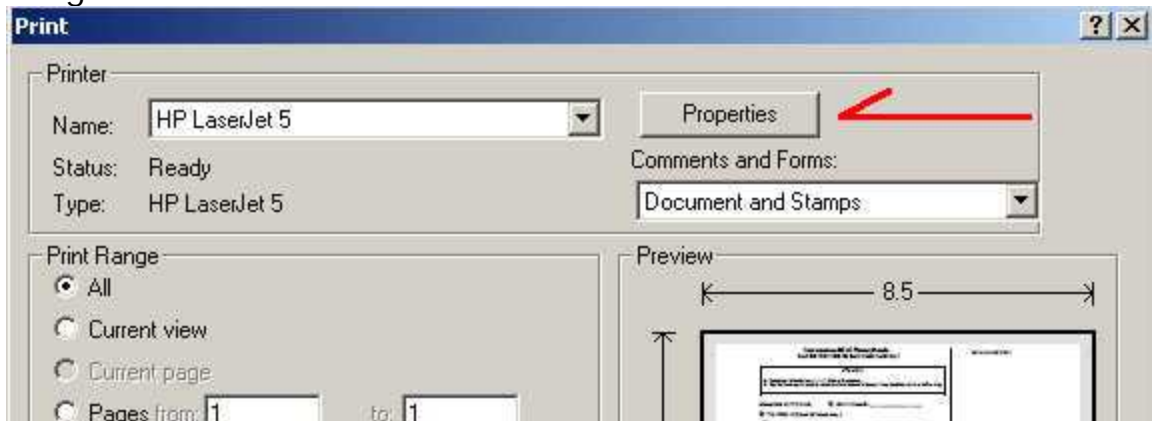
4. In the lower right hand portion of the dialog box you should see a picture of the first page of the document you have open (image c). The picture is labeled with the page dimensions (usually  $8\frac{1}{2} \times 11$  as that is the default). If the document you want to print is  $8\frac{1}{2} \times 14$  you will need to change that picture so it shows the  $8\frac{1}{2} \times 14$  dimensions. Do the following:

Image c



- Find the top of the Acrobat print dialog box where the name of your printer is shown. Immediately to the right of the printer name should be a “Properties” button (image d). Click the properties button.

Image d



- What you see now will depend on your printer. However, somewhere within the now open printer properties dialog box you will find a place that will allow you to change the paper size from “Letter” to “Legal.”

For example: you may see one or more tabs at the top of the dialog box. One of the tabs will provide access to your paper size settings. On most dialog boxes the paper size settings will be accessed via a button near the bottom of the box labeled “Advanced.” Click it, find the paper size selection (you may have to click on a plus sign along the left side of the box to open the paper size selections) and select “legal” or “8 ½ x 14” as your paper size.

- Click “OK” until you are back at the “Print” dialog box. Click “OK” one last time and the document should print correctly.
- To go back to letter size documents, go through the process again, and click letter.