

Quick Reference

Printing Acknowledgement Notices

This quick reference guide will explain how to print Acknowledgement Notices (four per page) in postcard form.

TotalVote

Click the **Batch Print Postcard** button on the Home Screen next to “Unsent Notices – Acknowledgement”. Then select **Acrobat (PDF) file** from the drop-down menu (Figure 1) and click **Export**. Once the file has been exported, click the **Mark as Sent** button and open the file in Adobe. If you are using Google Chrome, save the PDF and then open the file in Adobe.

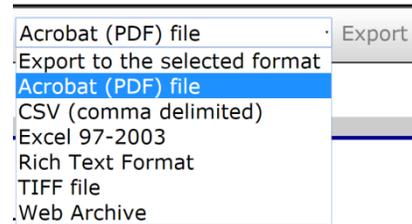


Figure 1

Adobe

To download Adobe Reader for free, go to <https://get.adobe.com/reader/>.

To print multiple pages on each sheet:

- Choose File > Print.
- Under More Options, select Odd pages only from the Odd or Even Pages drop-down menu.
- Under Page Sizing & Handling, select Multiple.
- From the Pages per sheet drop-down menu, select the value of 4.
- From the Page Order drop-down menu, select Horizontal.
- Select Landscape under Orientation.
- Click OK or Print.

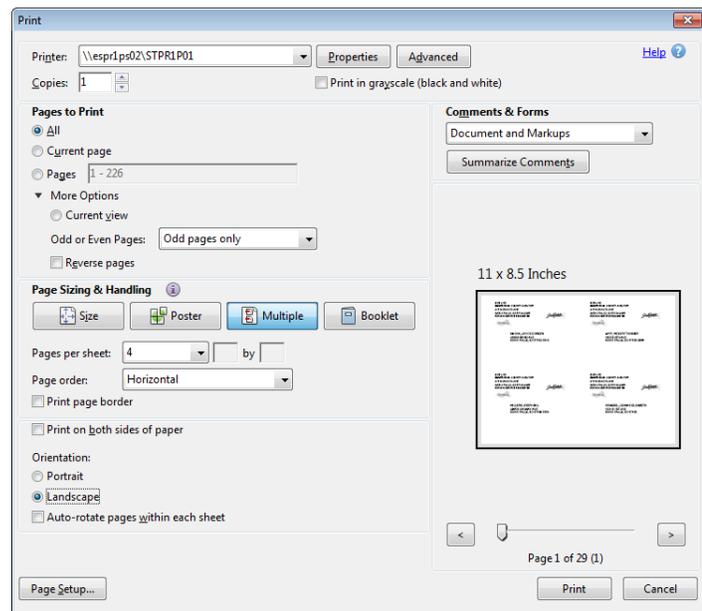


Figure 2

The steps above will print the front side of the notices. To print the back side, reinsert the postcard stock into the printer so the blank side is to be printed on and repeat the above steps, only this time select Even from the Subset drop-down menu. After the notices have been printed, double-check to make sure that the voter’s information matches on the front and the back. It is helpful to run a test print of only a few notices before all notices are printed.

Postcard stock

Purchase postcard stock that is perforated in quarters (Figure 3). To purchase postcard stock, contact a local printing company or order online. No special kind required other than a page size of 8.5” x 11”.

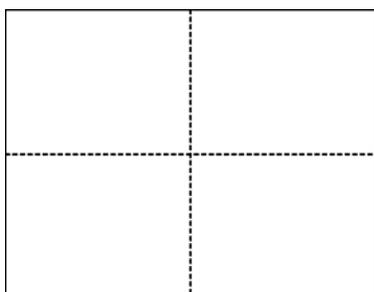


Figure 3