

PRINTING and FOLDING DIRECTIONS
FOR “PRESENTING THE 4-WAY TEST”
from LEGAL SIZE PAPER FORMAT to
ACCORDIAN FOLD PAMPHLET 4” x 2 1/2”

1. Click on **File**, and then click on **Print Setup**.

Make sure paper size checked is *Legal* (8 1/2 X 14).
Make sure Orientation is *Portrait*.

3. Click on **Print**, to make 4” x 2 1/2” accordian fold pamphlet.

Under Page Handling, where it states **Page Scaling**-- *scroll in the box to “None;”* Make sure you *check* the box in front of *auto rotate and center*.

4. *Using legal paper in paper tray print the layout. Remove from printer. Put printed layout with printed side facing up and the “Presenting 4-Way Test” title page head first into printer paper tray. Print again. You now have a usable copy from which to cut and fold two accordian fold pamphlets.*

5. To make a 4” x 2 1/2” pamphlet *cut the 8 1/2 inch x 14 inch paper to 13 inches x 8 inches taking 1/2” off each short end of the paper and 1/4” off each long side. (The printers marks will help.) Then cut at center 4” mark making 2 13” long pamphlet strips.*

6. *Folding:* Fold page 1 into page 2, page 9 into page 8, page 3 into page 4 and then page 6 into page 7. *You now have an accordian folded pamphlet! Repeat with second copy. Congratulations!*

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