Printing Guide

Each tri-fold pamphlet is one PDF with two pages: page 1 is the outside of the sheet and page 2 is the inside. Both pages print on one US Letter sheet (8.5 x 11 in), landscape.

Printer settings

• **Paper:** US Letter, landscape.
• **Scale:** Actual size / 100%. Turn off "Fit to page" or "Shrink oversized pages."
• **Two-sided:** On. Choose **flip on short edge** (sometimes called "short-edge binding").
• **Color:** Color is recommended; grayscale also works.
• **Paper weight:** Regular copy paper works. Slightly heavier paper (24-32 lb or a light cardstock) folds crisply and holds up to writing and coloring.

No two-sided printer?

Print page 1 only. Put the printed sheet back in the tray (check your printer's paper-loading direction with a test sheet first), then print page 2 only. If page 2 comes out upside down, flip the sheet top-to-bottom and try again.

Folding into thirds

1. Lay the sheet with the inside (page 2) facing up.
2. Fold the right panel in toward the center.
3. Fold the left panel over it so the front cover ends up on the outside.
4. Crease firmly. The cover should face you and the back panel should be on the reverse.

Tips

• Print one test copy before printing a batch.
• If edges are cut off, check that scaling is set to Actual size; some home printers can't print to the very edge, which is normal.
• A commercial print shop can print your permitted copies from these PDFs. Ask for "Letter tri-fold, two-sided, flip on short edge, actual size."

Need help?

If a file won't open, looks damaged, or is missing, call (715) 892-5310 or visit progresscounselingprograms.com and we will help.