

Flyer printing instructions

In Printer Properties, ensure that "Grayscale Printing" is unticked so that the flyer is printed in colour, then under the Page Setup tab select "Landscape" and "Duplex printing", then select "Short-side stapling (Left)" in the drop-down menu. (Windows)

Page Sizing & Handling ⓘ

Size Poster Multiple

☒ Fit ☐ Actual size

☐ Shrink oversized pages ☐ Custom Scale: 100

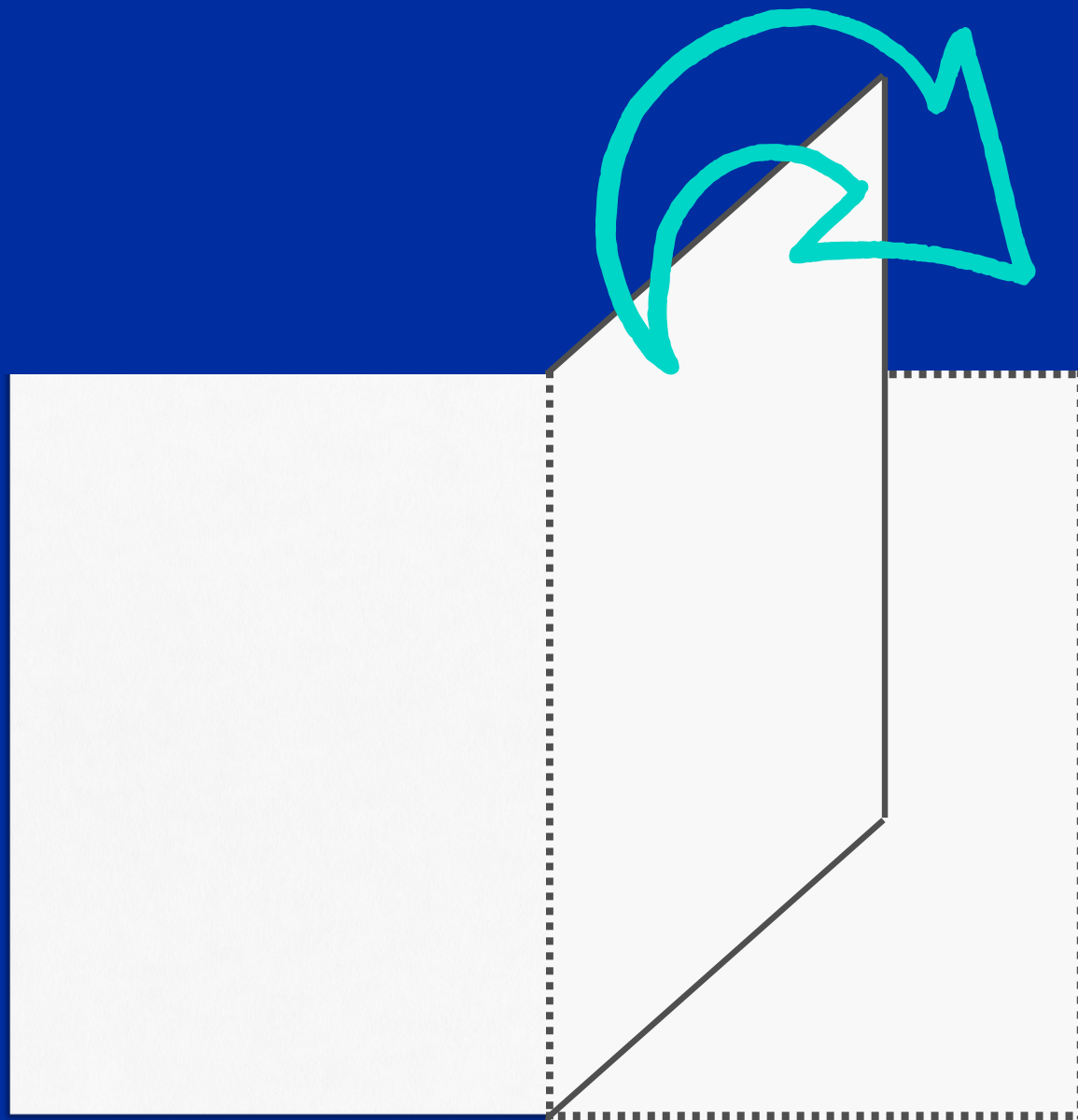
☒ Choose paper source by PDF page size

☒ Print on both sides of paper

☐ Flip on long edge ☒ Flip on short edge

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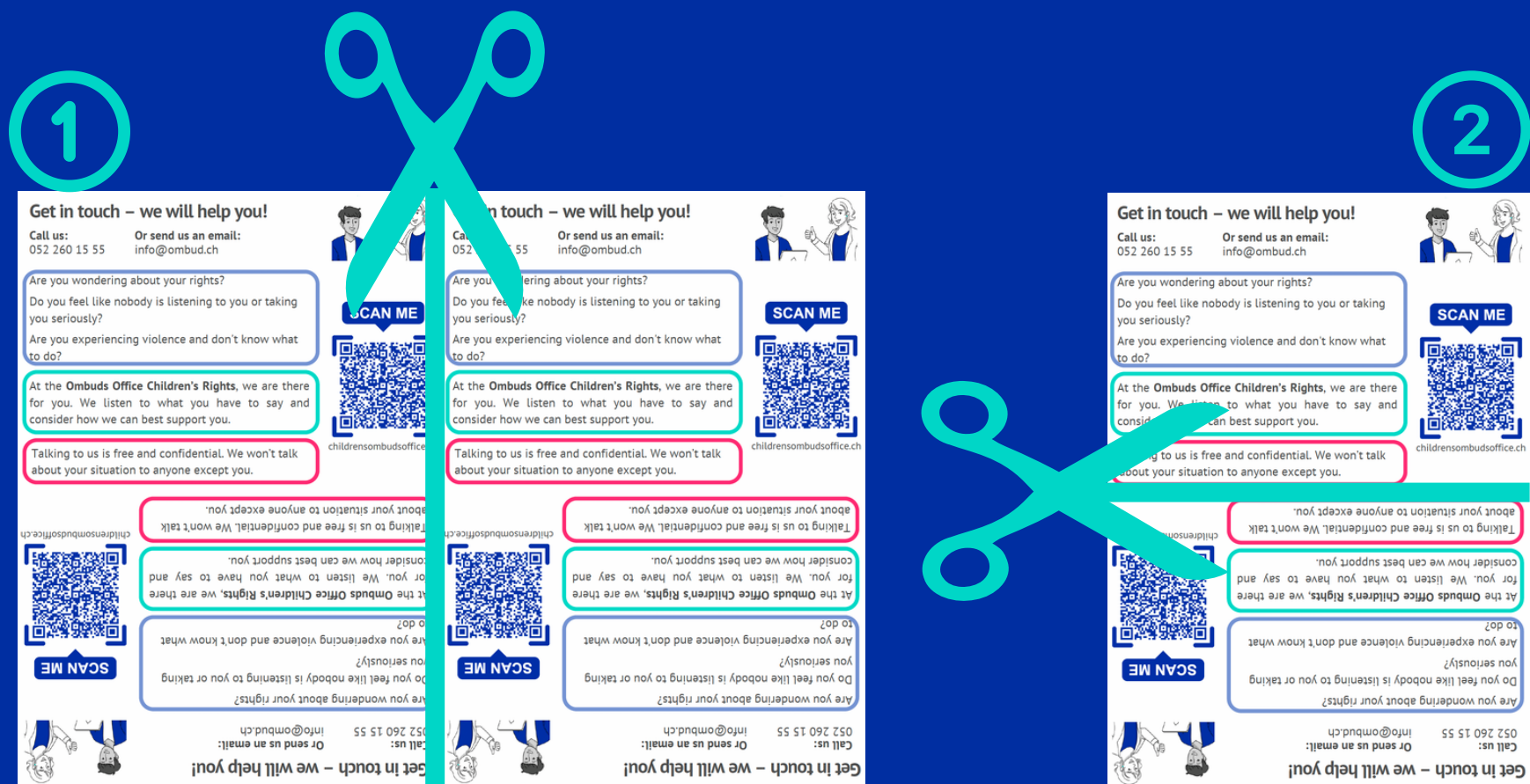
This will ensure that the rear side is not upside down.



Flyer cutting instructions

Cut the sheet in two along the grey line. Cut the two halves in half again. This will result in four flyers.

Tip: Print one page first as a test.





And then get distributing!

