PRINT & FOLD GUIDE

Hard Questions. Straight Answers. | Large Trifold

1 Paper & orientation

Use standard US Letter (8.5 × 11 inches), set to landscape. The file has two pages: outside first, inside second.

2 Print on both sides

Select two-sided / duplex and choose Flip on short edge. Print at Actual Size / 100% (no scaling).

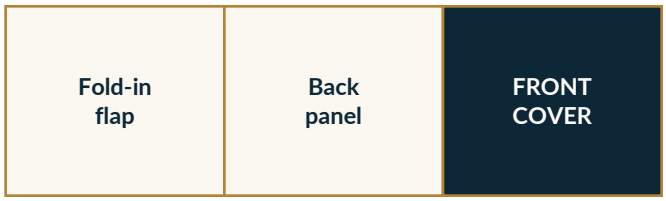
3 Check alignment

Use one test sheet first. The outside should show the fold-in flap, back panel, then front cover from left to right. The inside should be three reading panels.

4 Fold in three

With the inside reading side facing up, fold the right third inward, then fold the left third over it. The illustrated front cover should face outward.

PAGE 1 — OUTSIDE



PAGE 2 — INSIDE



Tip: Duplex orientation varies by printer; test one sheet before printing a full batch.