

PRINTING, FOLDING, LAMINATING INSTRUCTIONS for MINI POSTERS and BROCHURE

Digital Printing with high-quality color printer

Printing Tips:

Always print ONE sample to check settings. Fold brochure to check dimensions.

After you're sure of settings, colors, dimensions, double-sided versions, THEN print multiple copies.

Printing Specifications:

Brochure/Pamphlet format is Letter-size (8.5 x 11 inches)

Original document is in Apple 'Pages' V 14.4 (.pages), saved in Dropbox as PDF(.pdf)

2 versions of document: English "Rangeland Ecosystem Insects" and Spanish "Insectos Ecosistema Pastizal".

8 ½ x 11-inch Paper: 320lb Laser Matte – or- 100# White Hammermill Cover

Print PDF

Document print settings:

Print Color

Print page backgrounds

Quality Best

Layout 1 page per sheet

Watermark Off

Double-sided short edge printing/binding (check that it folds correctly before printing multiple copies)

Crease along vertical lines like folding a letter, panels 5-6-1 = outside, panels 2-3-4 inside.

Leave even spaces between central & side panels, marked by top/bottom horizontal lines. See layout doc.

Poster format is Ledger-size (11 x 17 inches)

Original document in Power Point/PPTX file (.pptx). Print the PPTX file (saved as Read Only).

PDF colors and shapes don't translate well. Instead, I included a 'photo' version. This is a PPTX with a TIFF photo of the poster that serves as reference in case you move/delete an element in the PPTX by mistake.

2 Versions of document:

English "Rangeland Ecosystem Insects" and Spanish "Insectos de Ecosistema de Pastizal".

Paper 11 x 14-inch:

- Heavier than E32-lb Laser Matte – or - 100# White Hammermill Cover, 80-lb
- CMYK/0 bleeds
- If needed, set dimensions manually under Custom Setting for Ledger size

Document print settings - print PPTX:

Print Color

Print page backgrounds

Quality Best

Layout 1 page per sheet

Watermark Off

If laminating:

- If needed, cut excess borders to final dimensions before laminating, but probably not needed
- 3-mm laminate (3-millimeter-thick plastic sheets), matte

Page 5 Folds along this line	Page 6 End – back page Folds along this line	Page 1 Title – front page Folds along this line
Page 2	Page 3	Page 4

Leaflet page order. Print double-sided short edge; fold accordion style vertically