

## **Printing and Folding Tips for Brochure**

### Printing tips:

- The brochure set to scale for 8-1/2" x 11" paper.
- Select "Print on both sides of paper" and "Flip on short edge" options.
- Make sure the Orientation is set for "Auto" or "Landscape" option.
- You may need to adjust, based on the printer you are using. Do a test run with one, if you are printing multiple copies.

### Folding steps for a tri-fold brochure:

1. Start by holding print out "Find the Right Package" side face up.
2. Fold right side of paper toward the left by 1/3. Once folded, you will see the "The Premium Package" and "Frequently Asked Questions" panels.
3. Complete the brochure by folding left side of paper to meet the right edge. You should only see the "Introducing Your New ACS Membership for 2022" cover.
4. Your tri-fold brochure is ready to use!