Pamphlet Printing & Folding Directions

Unidiversal pamphlets and publications can be saved to your computer. However, they are updated occasionally so it may be best to open and use them from www.UNIDIVERSAL.com before sharing and printing when Internet access is available.

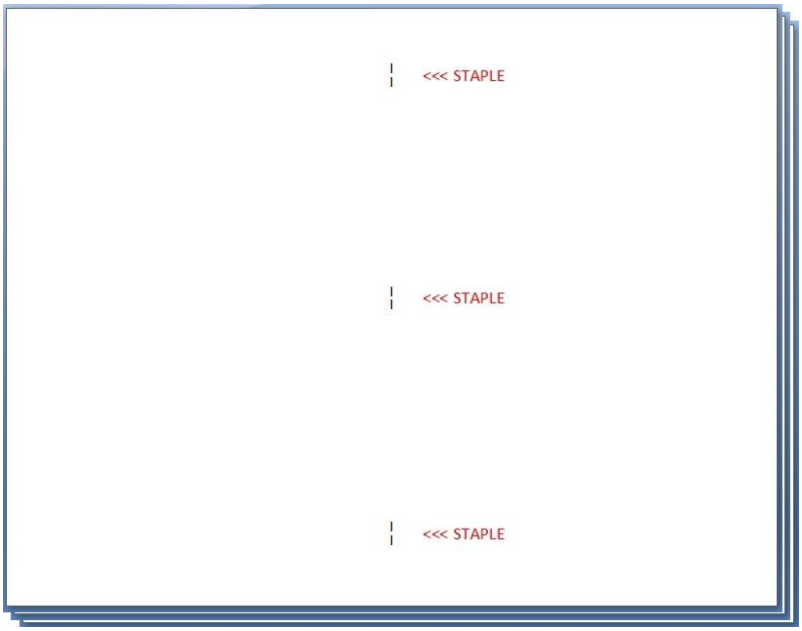
Pamphlets are designed to be printed on both sides of the page and folded. This allows for saving paper and makes pamphlets handy to use and share. After printing page one, flip it over and place the opposite end of the paper in to begin printing first. This allows both sides of the pamphlet to be correctly aligned to flow in the order it is designed for easy reading. Select page one in the print menu to print one side at a time (best when printing multiple copies), or only feeding one page of paper into your printer at a time so it can be flipped to print page two on side two.

Multiple pages are sometimes used when a pamphlet will not fit on one piece of paper. When a pamphlet has more than 2 pages, page two is to be printed on the back of the paper with page one printed, page four is to be printed on the back of the paper with page three printed, page six is to be printed on the back of the paper with page five printed, and so on.

BFP - Bifold pamphlets are designed to be printed on 8 ½ x 11 inch paper and folded in half after printing. If there are multiple pages, stack odd pages in the same direction and spread two or three staples half way across the page before folding.

TFP - Trifold pamphlets are designed to be printed on 8 ½ x 11 inch paper and folded into thirds. This means that the pamphlet needs to have two folds. Lay the pamphlet face on a flat surface and place the left edge between the middle and right printed columns and crease the fold. Then place the right edge inside the edge that was already folded and crease that fold. All columns should flow from the cover inside and to the back of the pamphlet.

QFP - Quadfold Pamphlets are designed to be printed on 8 ½ x 14 inch paper and folded into four parts. This means that the pamphlet needs to have three folds. Keeping the pamphlet cover on the outside, fold paper in half, then fold in half again.

Stapler - Stapling sometimes requires a longer stapler than usual. These are usually available inexpensively and normally use standard staples.

Cutter - Cutting edges is not usually necessary for pamphlets to align properly. But, some trifold pamphlets, need ¼ inch trimmed from the right and left edges for folds to fall between columns for better appearance and easier reading. Several types of inexpensive page cutters are available, some with perforating blades. If you expect to produce a multitude of pamphlets that need edges cut, it is better to spend a little extra for a more heavy duty cutter to handle more than one page at a time.