

Printing and folding your Tebbo's Tips

Printer settings

The tips are designed to be printed on A4 paper.

Do not scale the document - it won't fold properly. Your printer settings will offer a 'Scaling type' option. Choose 'None' or, if your printer offers it, 'Borderless'.

Tebbo Tips documents allow for margins up to 34mm. If you need much more than this, then you could choose 'Scale to fit printer margins', but this will put the fold marks in the wrong positions. You will have to experiment to get the 'roll' effect.

Printing

Print page 1 on one side of your sheet. The heavier the paper the better (to prevent 'show through').

Feed the paper in with the title page trailing and so it will print on the other side.

Print page 2.

Folding

Fold the paper vertically, so that the Title page is still showing.

Turn it over to see the fold marks down the edge next to your first fold.

Fold in on the marks. Straighten it out after each fold is made - it will be easier.

When the three folds have been made, re-fold into a roll, starting with the fold under page 5, then 6 then 7. (If you've scaled to printer margins, you need to know that the page 5 panel is shorter than page 6 and that's shorter than page 7. Page 8 is the deepest.)

Keeping in touch

I hope you find Tebbo's Tips a handy reminder.

And please contact me if you are interested in using my training or writing services.

Thank you.

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