

How to Print, Cut, Fold, the 4-Up Notes

On the HelpfulnessAboveAll.org home page there are two printable PDFs of 4-up versions of two Notes there, to print four copies per standard white 8.5"x11" sheet of paper, to cut in half, then turn 90° and then half again, to create four 4.25"x5.5" final copies per sheet. I print out one Note on one side, then turn the paper over in my printer and print the other Note on the other side.

With the PDF up on your screen that you want to print, on menu on the left, use the "Fit to Printable Area" setting, which may be the default, or you may need to go to "More settings" or "Advanced options" for that. If that setting is not available, try the settings that are available, to see what works best. That should put your cuts in the right places to fold the ¼-page copies of the Notes in half without the folds distorting the words. – As I like to fold the final copies in half, with the top half of the QR Code Note showing, to avoid overwhelming the recipient with info all at once. I find that the printed Notes are most inspiringly conveyed when they are personally handed to people, big QR Code side up, to allow them to read it, then answer questions and explain.

Many print shops, like FedEx Office and Office Depot can cut up to a few reams of paper at a time for only a few dollars. – Before you go there for that, call ahead to confirm they do that.

I use 24 lb. multi-purpose paper for laser or inkjet printers, 97 brightness.