

To Print, Cut, Fold Those Promo Note + Op Back 4-Ups

There are two printable PDFs of the 4-up Version of the Promo Note here. – Of The Promo Note and the Optional Back, to print 4 copies of each, front and back, per standard white 8.5"x11" sheet of paper, to cut in half, then turn 90° and then half again, to create 4 4.25"x 5.5" final copies per sheet. I print The Promo Note, then turn the paper over in my printer and print the Optional Back 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 Promo Note halfway between the line, "Post" to "or" and then next one, and the line "... "NOT" to "priority." Then fold the top edge to the edge of that second fold. And on the Optional Back, halfway between the line "INFINITELY ... NOW" and the line beneath it.

This creates a tri-fold note that allows the recipient to absorb the Note's message as they unfold it, to slow that down, and limit them feeling overwhelmed by all the words all at once.

I find that the printed Notes are most inspiringly conveyed when they are personally handed to people in person. Allow them to read it, then answer their questions and explain. And it can help enormously for you to have read through The Free Online Guide to answer their questions.

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.