How to Print The Plan 4-Up – Cut, Fold, and Hand Out

The 4-up version of The Plan is designed for you to print four copies of it per standard white 8.5"x11" sheet of printer paper, to cut in half and then half again, to create four 4.25"x 5.5" final copies per sheet.

With the PDF up on your screen, on the PDF 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 setting. 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 plan in half without the folds distorting the words.

We like to fold the final copies in half, with the top half showing, so as not to initially overwhelm the recipient with all the print on the front when we hand it to them.

We find that The Plan is most effectively conveyed when it is personally handed to individuals, allowing them to read first, and then explained as needed.

Many print shops, like FedEx Office and Office Depot, have machines that 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.

We use 24 lb. multi-purpose paper for laser or inkjet printers, 97 brightness, as that is the mix of quality and economy we like best.