Directions for Creating a Word Document that Will Have 4 Handbills (mini handouts/fliers) per 8.5" x 11" Page Using Word Template

1. Double click on "Template for Handbills 4 per Page" (Word should automatically open)

2. Select "File", then "New Document" in Word
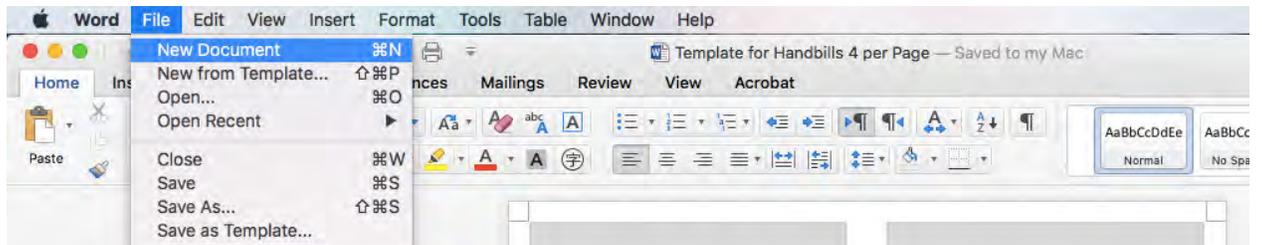
3. Format the document as if it were the individual handbill/flyer.
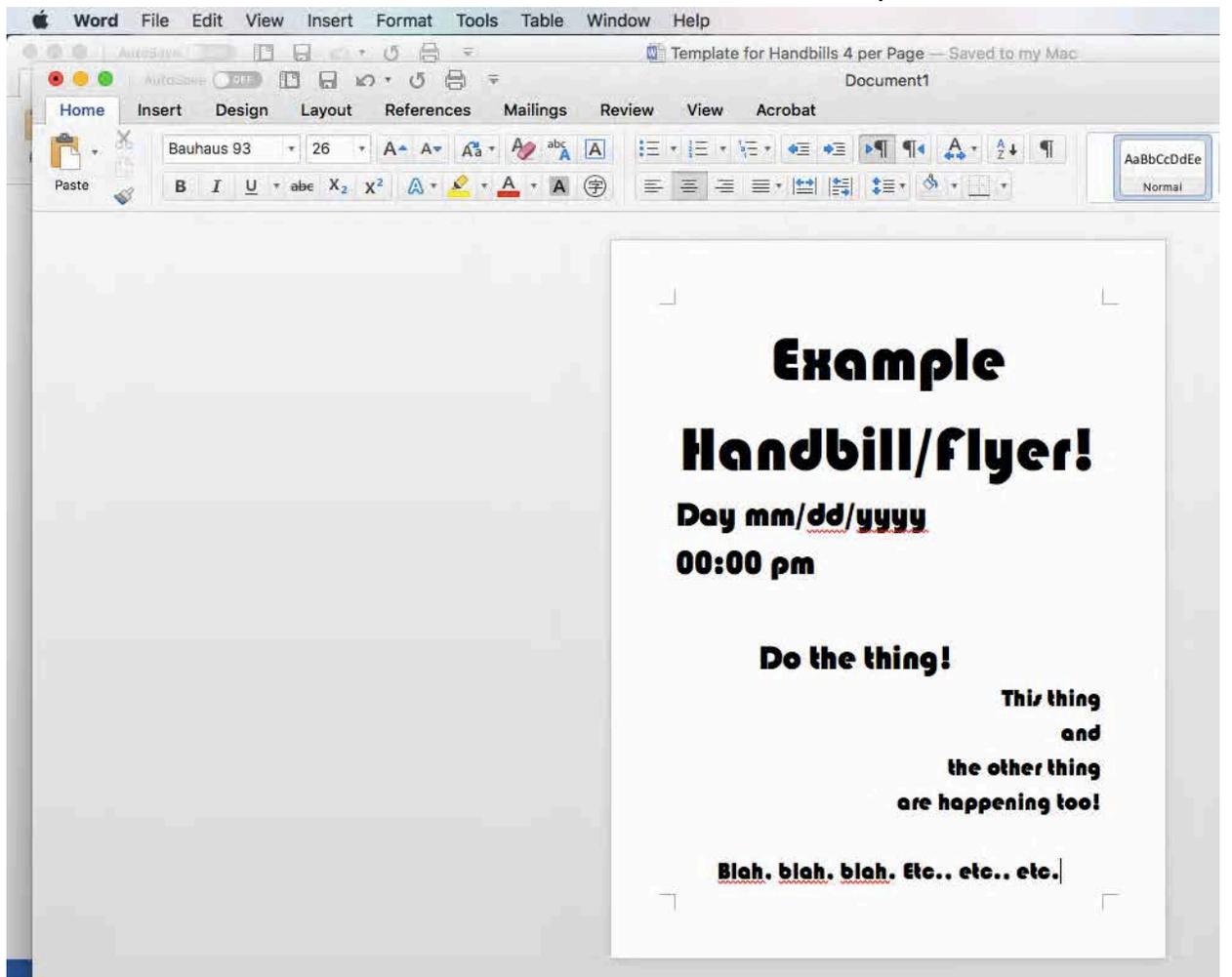
4. When you are satisfied with it, click on "File", then "Save As".

5. Click on "File Format" and select "PDF". Then, "Export" (same thing as "Save").
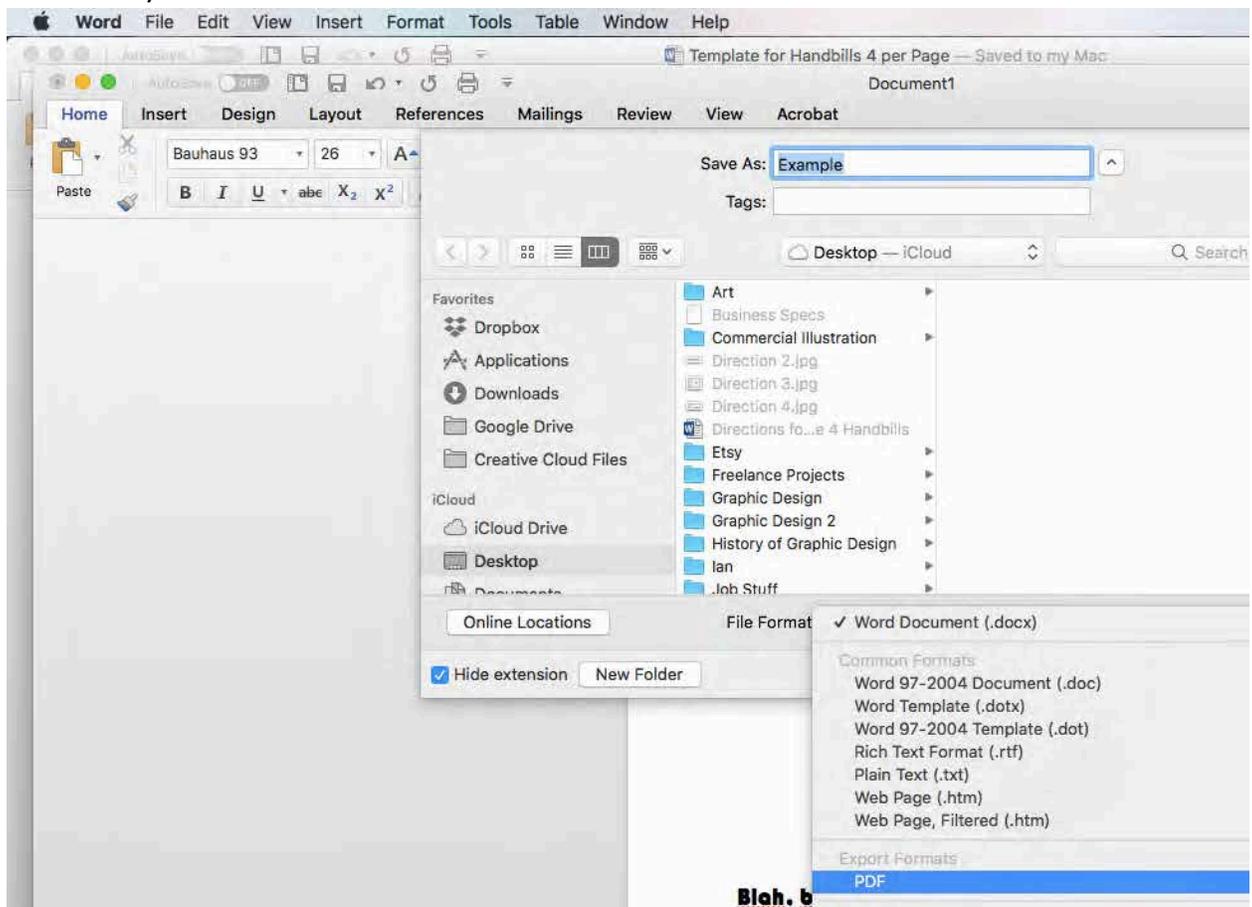
6. Then, "File" > "Close". A prompt will come up. I recommend you save the Word document but it's up to you.
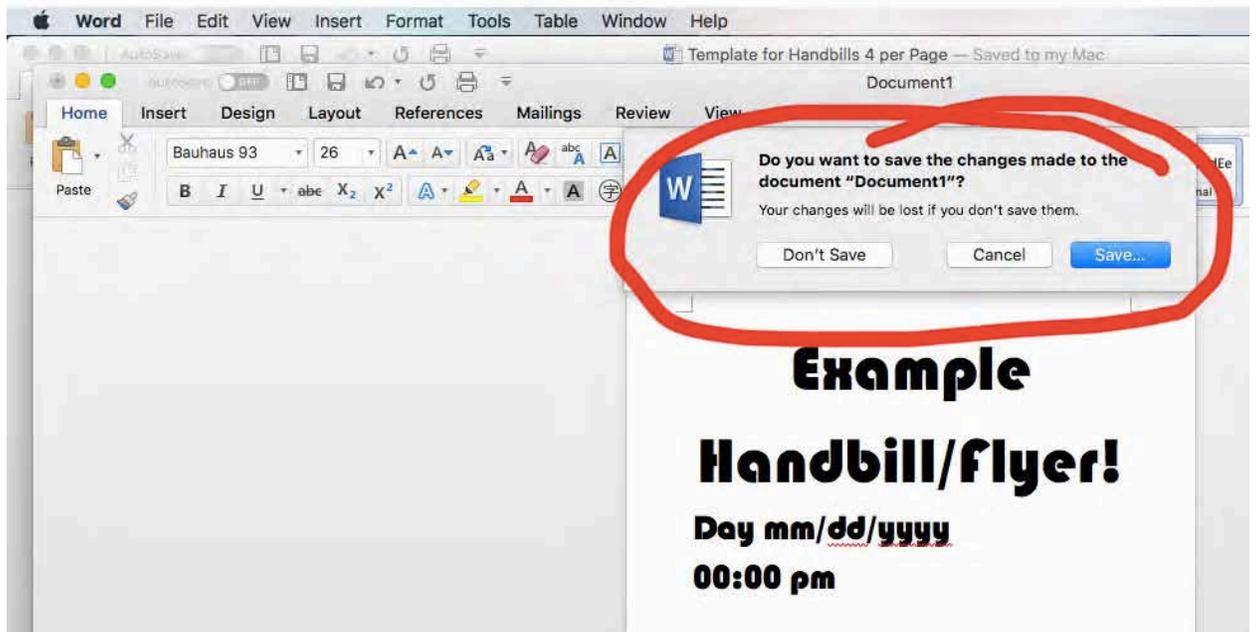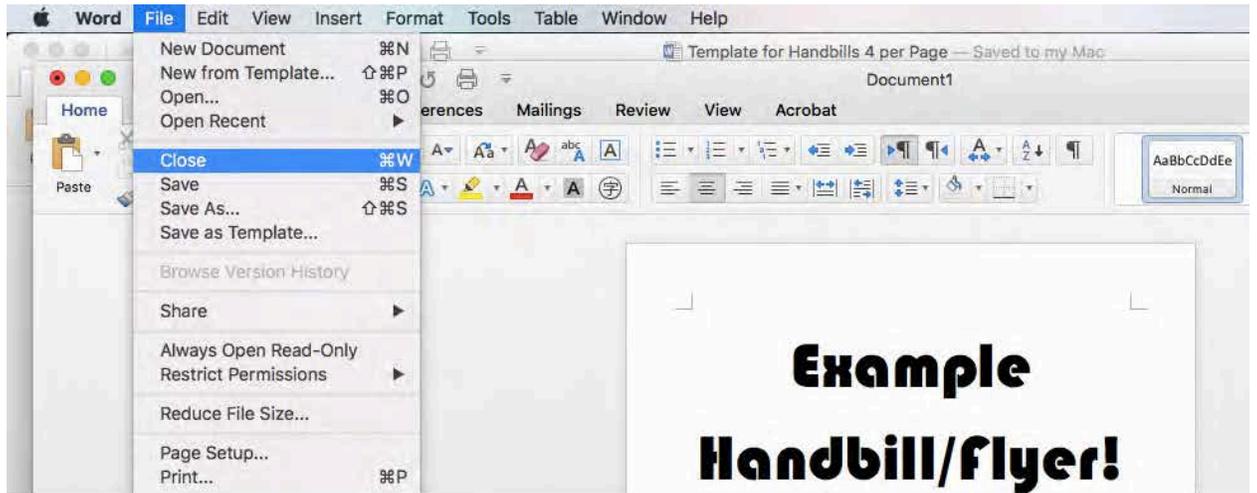
7. Go back to "Template for Handbills 4 per Page"

8. Select Rectangle
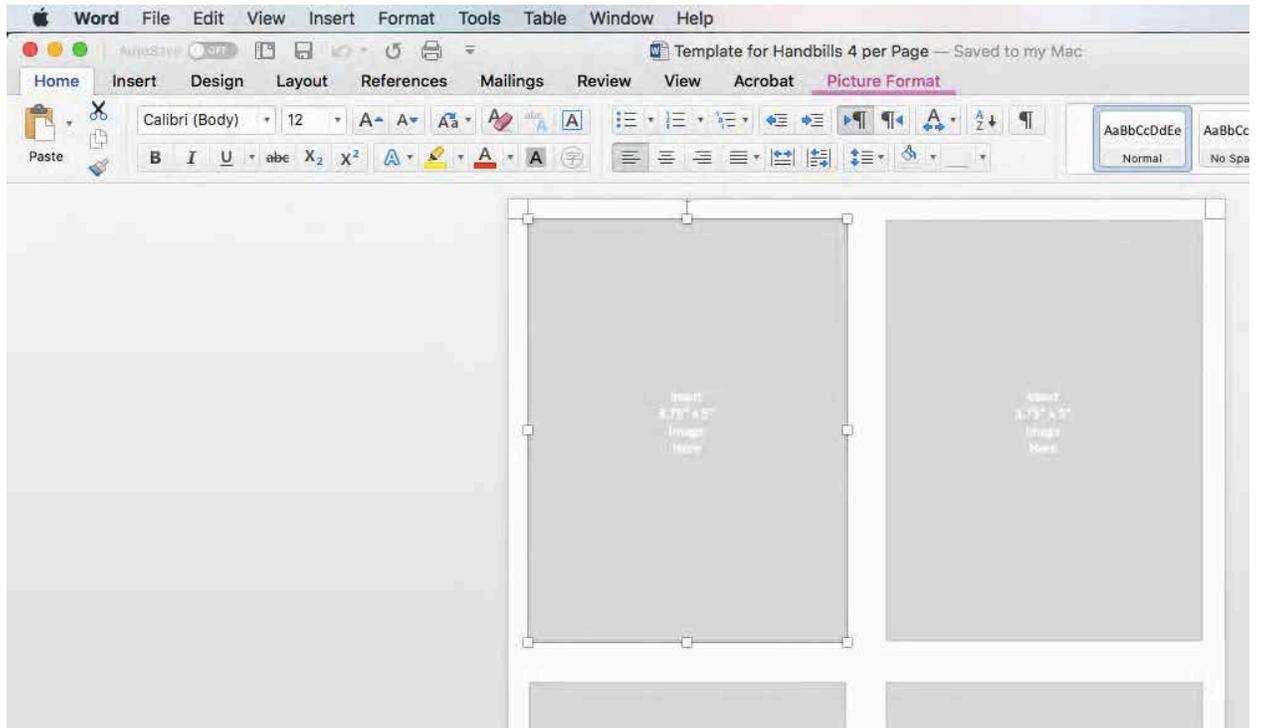
9. Right click on the Rectangle. Then select "Change Picture".
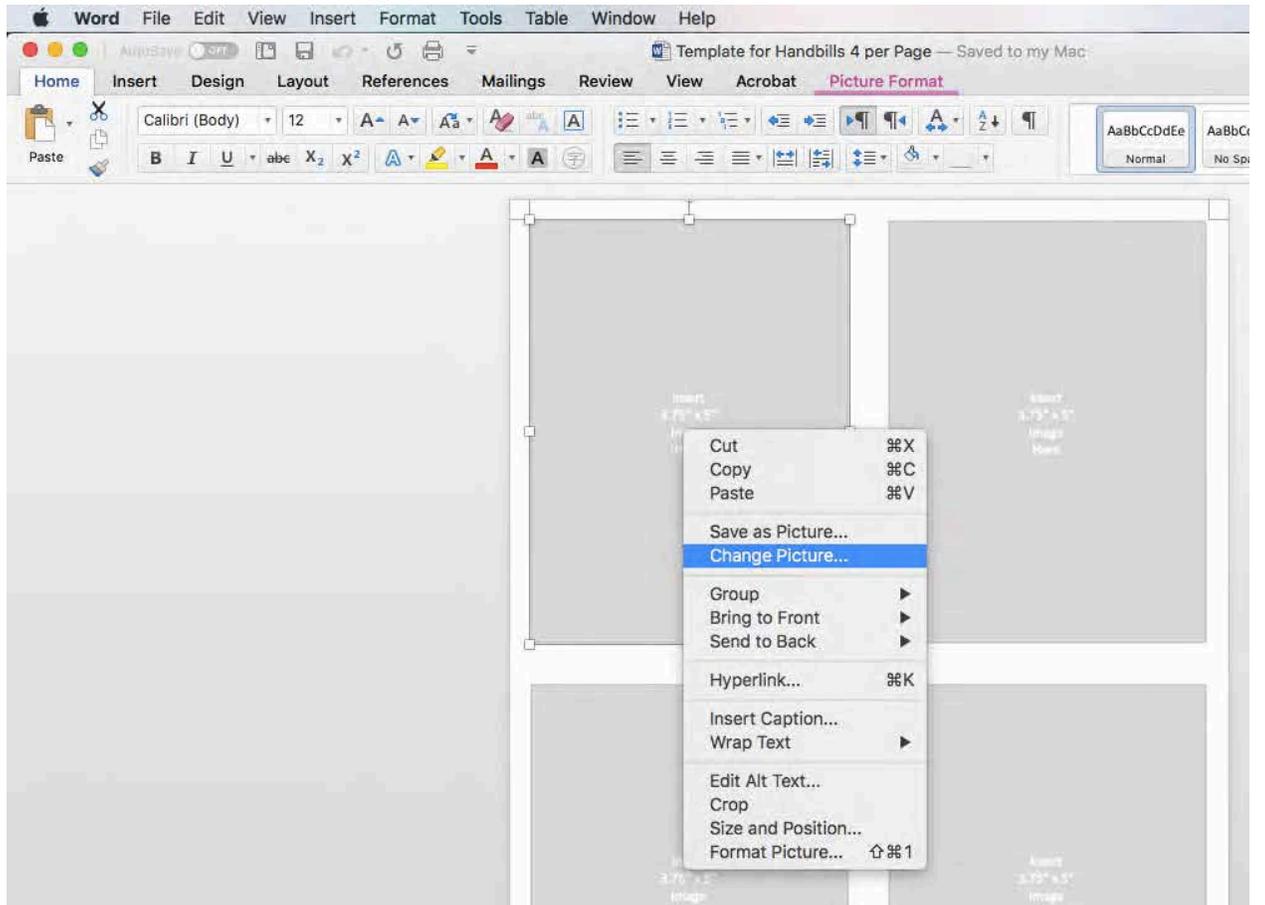
10. Select saved PDF
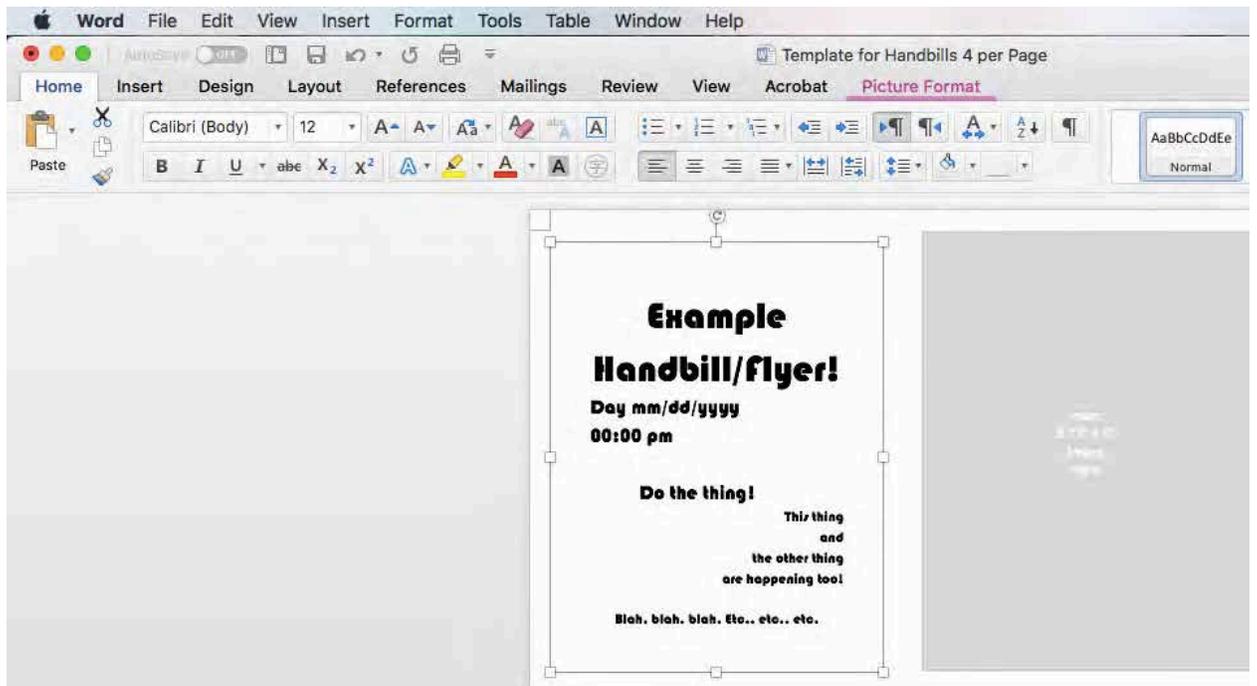
11. Repeat for all 4 Rectangles
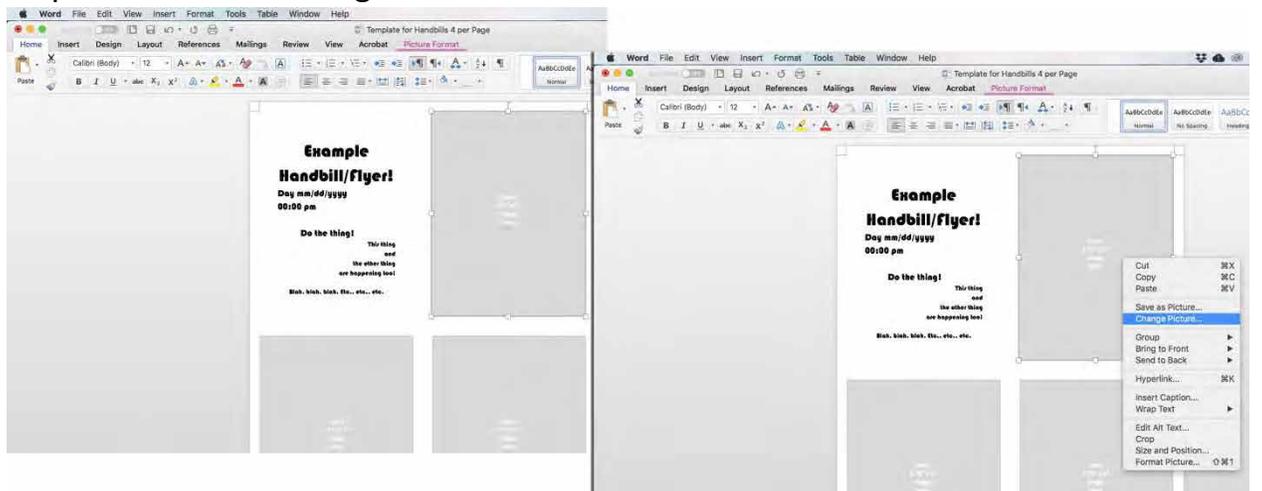
12. When finished, save as a pdf and send.

The End