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").



 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

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- 9. Right click on the Rectangle. Then select "Change Picture".

10. Select saved PDF



11. Repeat for all 4 Rectangles

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12. When finished, save as a pdf and send.

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