

How to Print Your AmazingCatechists.com Tri-Fold Pamphlet

Click on the file to open it using Adobe Reader.

Would you like to add text in the space provided?

(This could be your contact information, details about an upcoming event, calendar dates, a thank you note, or anything else you'd like to include.)

Find the "sign or add text" icon on the Adobe toolbar. It looks like a little pen and sheet of paper. Click on it.

In the margin a panel will open. Click the "add text" option.

Use your mouse to click in the document in the space where you'd like insert your message. Add your information.

When you are finished, use the "save as" function to save the new version of your pamphlet.

Ready to Print?

Click the "print" icon on the Adobe toolbar. It looks like a little printer.

Choose your printer.

In the print settings, check the "Print on both sides of paper" option.

To print a tri-fold brochure, choose the "flip on short edge" option.

Once you've got your settings chosen, click "print".

