

**Printing a ½ fold brochure from an office printer:**

1. Print the file using the following specifications:
  - a. Double-sided
  - b. US Letter Paper Size (8.50" x 11.00")
  - c. Fill entire paper or use minimum margins
  
2. For best results (but optional), evenly cut all four sides of the paper about .125 inches to get a bleed effect for certain elements that go past margin lines.

Example below with trim marks as dotted lines:



3. Fold the brochure in half so the left panel on Page 1 is the back of the brochure, the right panel on Page 1 is the front cover of the brochure, and both panels on Page 2 are the inside pages of the brochure.

**Printing a ½ fold brochure from a professional printing company:**

1. Let the printing company know that they should:
  - a. Print a ½ fold brochure
  - b. Print Double-sided
  - c. Size with Bleed (8.625" x 11.125")
  - d. Trim document .125" all around

Example below with trim marks as dotted lines:



2. Fold the brochure in half so the left panel on Page 1 is the back of the brochure, the right panel on Page 1 is the front cover of the brochure, and both panels on Page 2 are the inside pages of the brochure.