

Creating an 11x17" flyer PDF from a 4-page Word Document (Windows)

To create an 8.5" brochure-style handout / flyer / survey from four, letter-sized pages in Microsoft Word, you will need to create an 11x17 inch "book fold" PDF to be printed at the Student Multimedia Design Center service desk. Please follow the steps below.

READ EACH STEP ENTIRELY BEFORE YOU COMPLETE THE TASKS

1. Click the "File" tab on the ribbon (top of window), then click the "Print" option
2. Change the printer to the "Adobe PDF"
3. On the ribbon (top of window), click the "Page Layout" tab, click the "Size" button and choose "More Paper Sizes..." from the bottom of the list
4. Choose "Tabloid" from the **Paper size** drop down list in the **Page Setup** dialog – do not click the OK button!
5. Click the "Margins" tab at the top of the **Page Setup** dialog box
6. Set the **Multiple pages** drop list to "Book Fold" – now click the "OK" button
7. Click the "File" tab on the ribbon, then click the "Print" option, and finally the "Print" button
8. If you do not see the **Save PDF as** file dialog appear onscreen, look in the taskbar at the bottom of the screen for a blank "document" icon (see picture, right) and click on it
9. Enter a name for your PDF in the **Save PDF as file** dialog and click the "Save" button
10. Bring the new PDF to the Service Desk on a USB flash drive



The cost for a double-sided print at the Service Desk is double the price listed on the Center's web site as it counts both sides individually while the advertised prices are for single-sided documents only.