

4.25 x 11 Tract Printing Instructions

Each tract is laid out so that you can print two tracts on one page of standard letter (8.5x11) size paper. The PDF file is not perfectly 8.5x11, however, it is 8.625x11.125, which leaves some margin called “bleed.” This allows for clean double-sided borderless printing. However, you may need to follow these instructions carefully for best results.

It is recommended that you use the free Adobe Reader software to print the tracts. If you don't have Adobe reader, you may download it by [clicking here](#).

- After opening the PDF file of the tract in Adobe reader, choose the print icon, or select File>Print to launch the print dialog.
- Under “Page Sizing And Handling”, select the first option, which says “Size”
 - Select “Actual Size” in the menu beneath.
- Select the “properties” button to go into your printer properties. If you have a decent color inkjet printer, within your settings you should find a “borderless” option. You may need to change the paper type to “photo” or quality to “best” or “Very high quality” for this option to appear.
- In your printer settings, you may be able to select automatic duplex or double sided printing.
 - If you CAN select duplex printing or double-sided printing:
 - Go ahead and select the double-sided option
 - Ensure the paper will flip on the short edge.
 - Ensure that the orientation is set to print in landscape
 - In the Adobe print dialog, make sure “all” pages are selected to print in the “pages to print” selection.
 - If you CANNOT select duplex printing
 - You will need to first print the front side, then manually reinsert the paper into your printer and print on the back side.
 - Pages to print should be set to print only page 1.
 - After printing page 1, reinsert the paper and set to print only page 2.

Once you've printed the tracts, carefully cut down the middle, and fold the tract as follows.

- Fold in half, so that one exterior side has the front and back covers, and the other exterior side has two pages, and the center four pages are completely inside
- Fold in half again, leaving the front and back covers on the outside, and the rest inside.

Then go out and give them to someone!