

What you need:

- Good quality A4 card or paper
- Paper trimmer

Instructions:

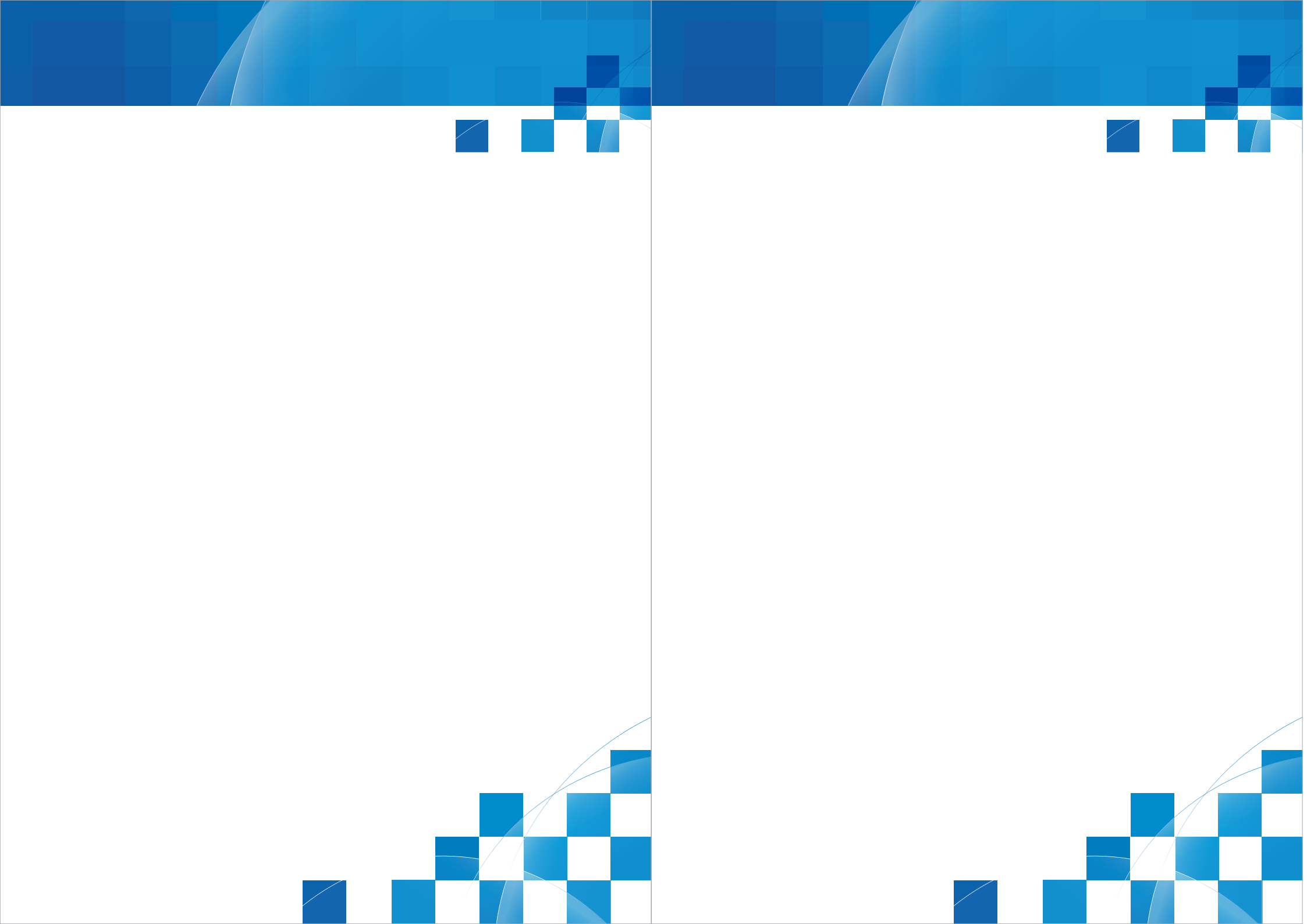
1. Add your company name, address, headlines and text in all the spaces indicated on the left-hand template
2. Click anywhere outside each text box to copy the text across to the right-hand template

If using card, place the A4 card in the rear paper tray of your Epson Work-Force printer. In your printer settings, change Paper Source to “Rear MP Tray” and Paper Type to “Thick-Paper”. Go to instruction 3 below.

If using normal paper...

3. In your printer settings, make sure colour is set to “Colour” and quality is set to “Quality”
4. In the Adobe Reader print dialogue, select “Actual size”
5. Print and cut out for great-looking A5 flyers or memos to announce events, inform colleagues or promote your products and services







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