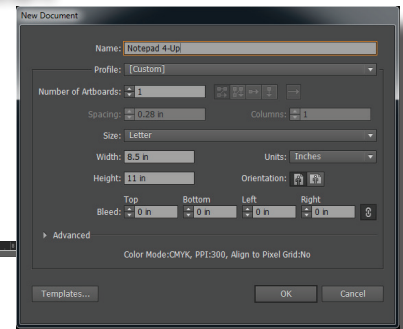
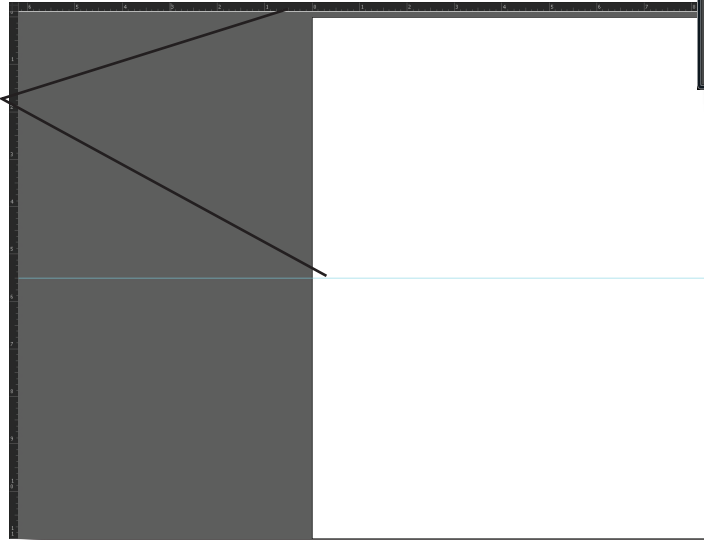


Making a 4-Up in Illustrator

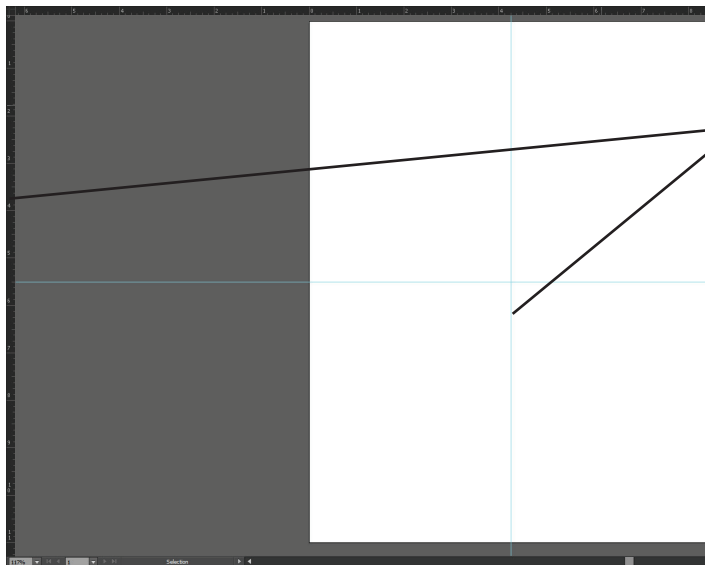
1. Open Illustrator and create a new document. The document should be letter sized and the units set to inches.
2. With the new document open choose View>Rulers>Show Rulers.
3. From the horizontal ruler, drag a guide down to 5½”.

Drag a guide from the horizontal ruler to 5.5”



Letter size, correct orientation for chosen design & Inches

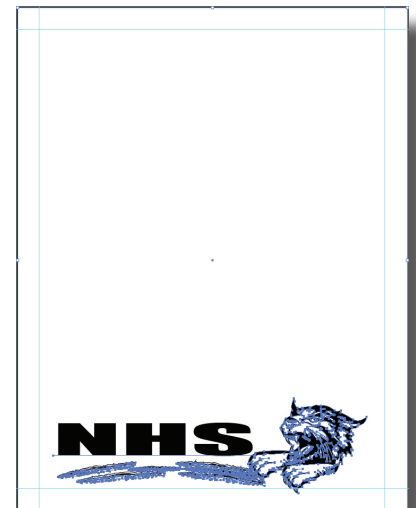
4. Now, from the vertical ruler drag a guide out to 4¼”.



Drag a guide from the vertical ruler to 4.25”

5. Open the notepad comprehensive file. If there is not a box surrounding the notepad, use the rectangle tool to draw a box around it with no fill and black stroke.
6. Under the view menu, choose Guides>Lock Guides (unless it is already checked) to lock the guides and prevent them from copying.
7. Select all parts of the notepad, press Ctrl G to group all the parts together and then copy it.
8. Now, go back to the 4-Up document and press ctrl v to paste it.

Select all & group with Ctrl G

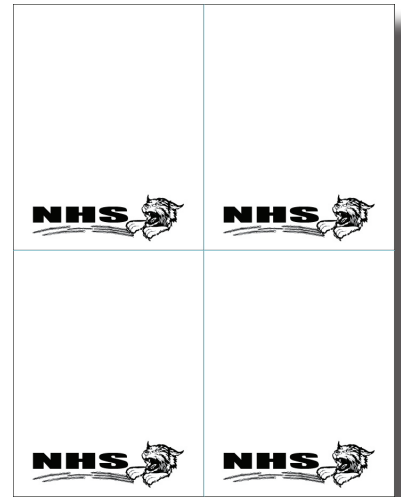


9. Select the notepad with the selection tool and drag it to fit into one of the 4 squares on the page.

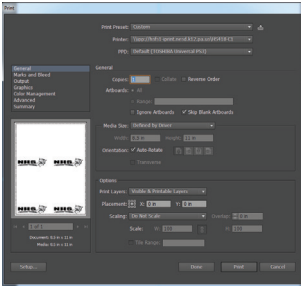
10. Paste it again and move it into a different square until each square is occupied.

11. The boxes have now served their purpose; they helped to align each pad with the 4-Up. Now that it is aligned, they are not needed any longer so select one of the pads and press Ctrl Shift G to ungroup the notepad. Select and delete the black box that surrounds the notepads perimeter.

12. Repeat step 10 until each of the boxes are removed.



4 pads lined up on 1 sheet



13. This completes the 4-Up. Press Ctrl P to print the 4-Up. Check that your printing to the printer in the correct room and that the black boxes don't appear on the preview. Finally, save the file to the U drive.

Check the preview screen for boxes & printer



Completed & printed 4-Up