

Printing instructions for Internet Security at Work tip card and poster

How to print the tip card



To print on an office printer or at your local copy shop (black and white or color)

You can print the tip card on two sheets of paper or double-sided. You can leave it as is with wide margins, or trim to its finished size. You can also print it double-sided on card stock for a more durable piece.

> **File:** [Top Tips for Internet Security at Work.pdf](#)



To print and produce professionally

Following are the specifications for printing the tip card in full color in the United States using a professional printer. Please use paper and ink equivalents for your region.

(**Note:** When you open the file, you'll see pink marks in the document—these show the printer where to trim.)

> **File:** [Top Tips for Internet Security at Work with crop marks.pdf](#)

> **Ink:** Two sides. Print four-color process + satin aqueous coating.

> **Paper:** White Sterling Dull 100# cover.

> **Finish** (optional): Die cut round corners and knock out one hole in the center. Apply one ¼-in. silver eyelet (grommet).

> **Finished size:** 5.75 in. by 8.75 in. (146 mm by 222 mm).

How to print the poster



1. Open the poster, [Internet Security Begins with You Poster.pdf](#).
2. Complete each field: location, date, time, and contact details. Your typing will replace the instructions.
3. If you want to reuse the poster with the same details, save the file with a new name.
4. Print the poster on 11 in. by 17 in. paper. Outside of the United States, use A3 paper (297 mm by 420 mm).

