

# 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).

