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**Oregon Fire Recruitment Network’s**

**How to make Tri-Fold Ads**

**Items required:**

* Color Copier or printer
* Thick card stock paper
* Microsoft Publisher or similar
* Tape
* Scissors

**Prepare:**

Use the template included to design your ad. Each 8.5X11 sheet of paper will give you 2 tri-fold ads. The design element is completely up to you!

**Assembly:**

Use scissors or a large paper cutter and (after being printed) and cut the sheet of paper in half. After all of your ads have been separated, and then start to fold on the black lines.

After your ads are folded, then you will tape the small lip under the 3rd fold. After printing out each template, you can make about 3 trifolds per minute.

**Distribution:**

Since many locations like restaurants have multiple tables and areas to display the trifolds, try to make anywhere between 8-15 trifolds per location. A little preplanning with restaurants and public areas will give you an estimated number to make. If possible ask permission to drop off new trifolds every few months!

