USB Leaflet Preparation Guide

This guide is designed to help people prepare USB leaflets. A similar guide is given in Appendix E of *Spiritual Light*, which also discusses *uses* of the leaflet in Topic D30.

The leaflet is designed for easy duplication and distribution.

Layout

The text is arranged to fit into six panels or columns, three on each side of a single sheet of paper in landscape orientation. The panels are positioned as shown in the following two figures:

Inside:				"Outside:"		
United…	Purposes,	Mission		Requirements	At a glance...	Front cover
Universality	Principles	Humble		Publications	(Back)	(handclasp)
2	3	4		5	6	(1)

Printing

There are two most common sizes of printer or copier paper in use in the world, A4 and US "letter." The leaflet has been designed separately for each of these. For either size, one may download the leaflet (two sides) from the website www.TheUSB.org .

Traditionally the leaflet has been printed on straw-colored paper, and preferably on paper a little heaver than common printer or copier paper.

Please check that the column numbers on both sides are printed by the same edge.

Folding

The following information in Table E is provided to help anyone fold the leaflets they have downloaded from the USB website and printed, or to recreate the leaflets if they are unable to download them or obtain them from USB headquarters:

Table E

Dimension	ISO-A4 paper	US "letter" paper
Full sheet width	297 mm. ($11^{11}/_{16}$ inches)	11 inches (279.4 mm.)
Full sheet height	210 mm. (8¼ inches)	8½ inches (215.9 mm.)
Text column width	82.5 mm. (3¼ inches)	3 inches (76.2 mm.)
Text column height (including column #)	185 mm. (7¼ inches)	7½ inches (190.5 mm.)
Outer margins width	10 mm.($^{13}/_{32}$ inch)	⅜ inch (9.5 mm.)
Inner margins width	15 mm. ($^{19}/_{32}$ inch)	⅝ inch (15.9 mm.)
Right edge to 1st fold	98 mm. (3⅞ inches)	3⅝ inches (92.1 mm.)
Right edge to 2nd fold	197 mm. (7¾ inches)	$7^{5}/_{16}$ inch (185.7 mm.)

When looking at the inside (columns 2–4), the two outer columns should be folded forward: first fold column 4 to cover column 3, and next fold column 2 to cover the other two. Columns 2–5 will then be hidden from view and columns 1 and 6 will be exposed.

Contents

If you believe any of the contents need changing, please discuss this with USB headquarters.

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