

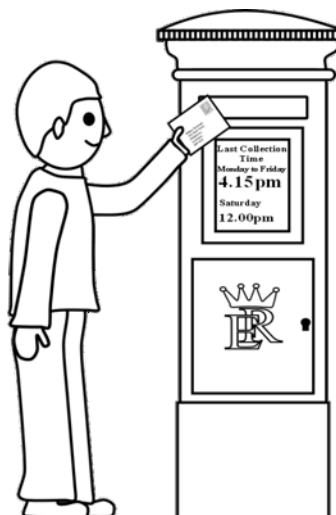
# Posting a Letter

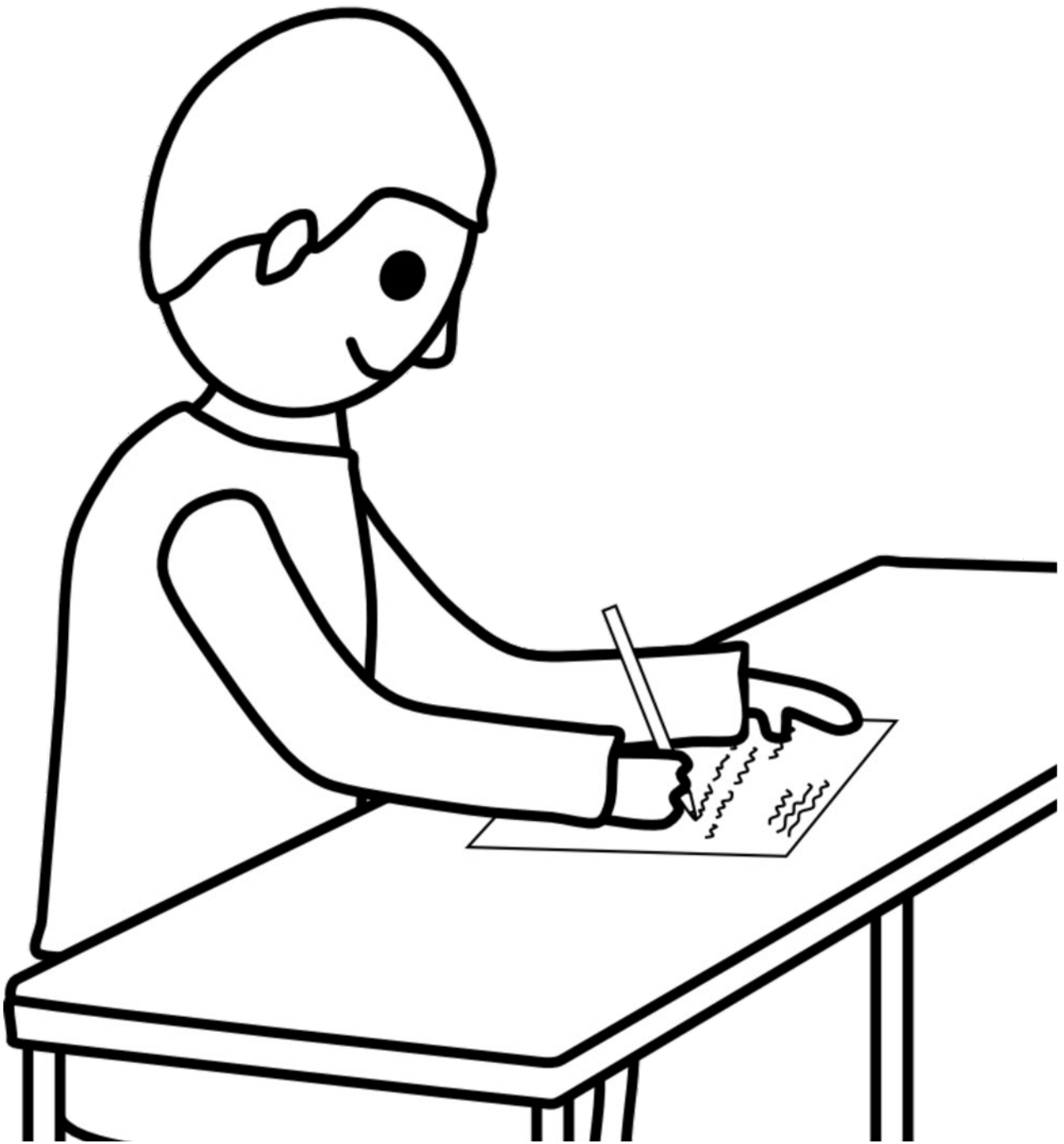


## How to shrink the print size

If you want to print these smaller than A4 (and several to-a-page), simply follow the instructions below before printing:

1. In Adobe Reader, click the File menu (top left).
2. Select 'Print...'.  
3. Click the drop-down box next to 'Print Scaling' and select Multiple Pages per sheet.
4. You can then select various options that will reduce the size of the print outs and allow you to print several pages on one sheet of paper.

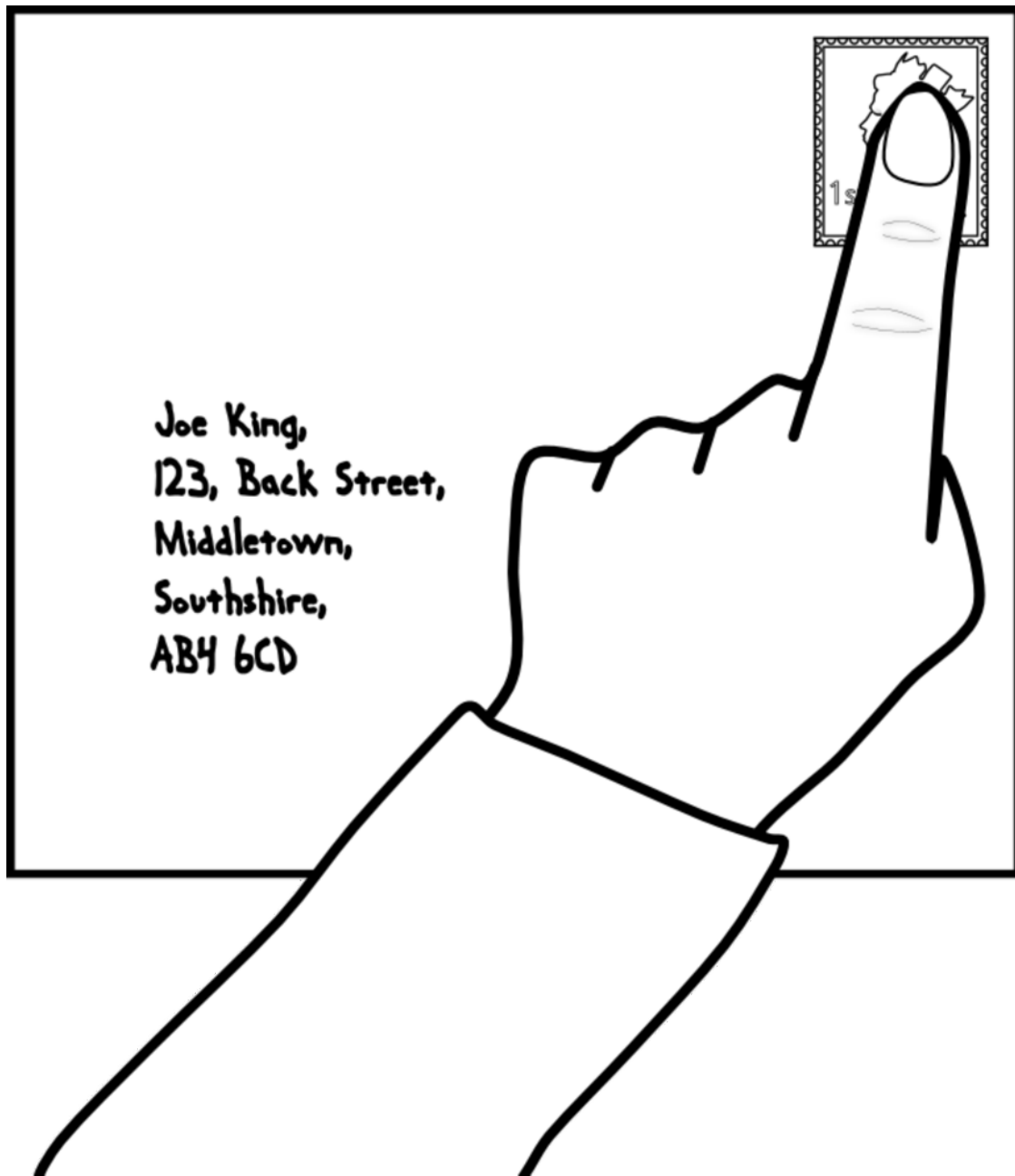




Write your letter.



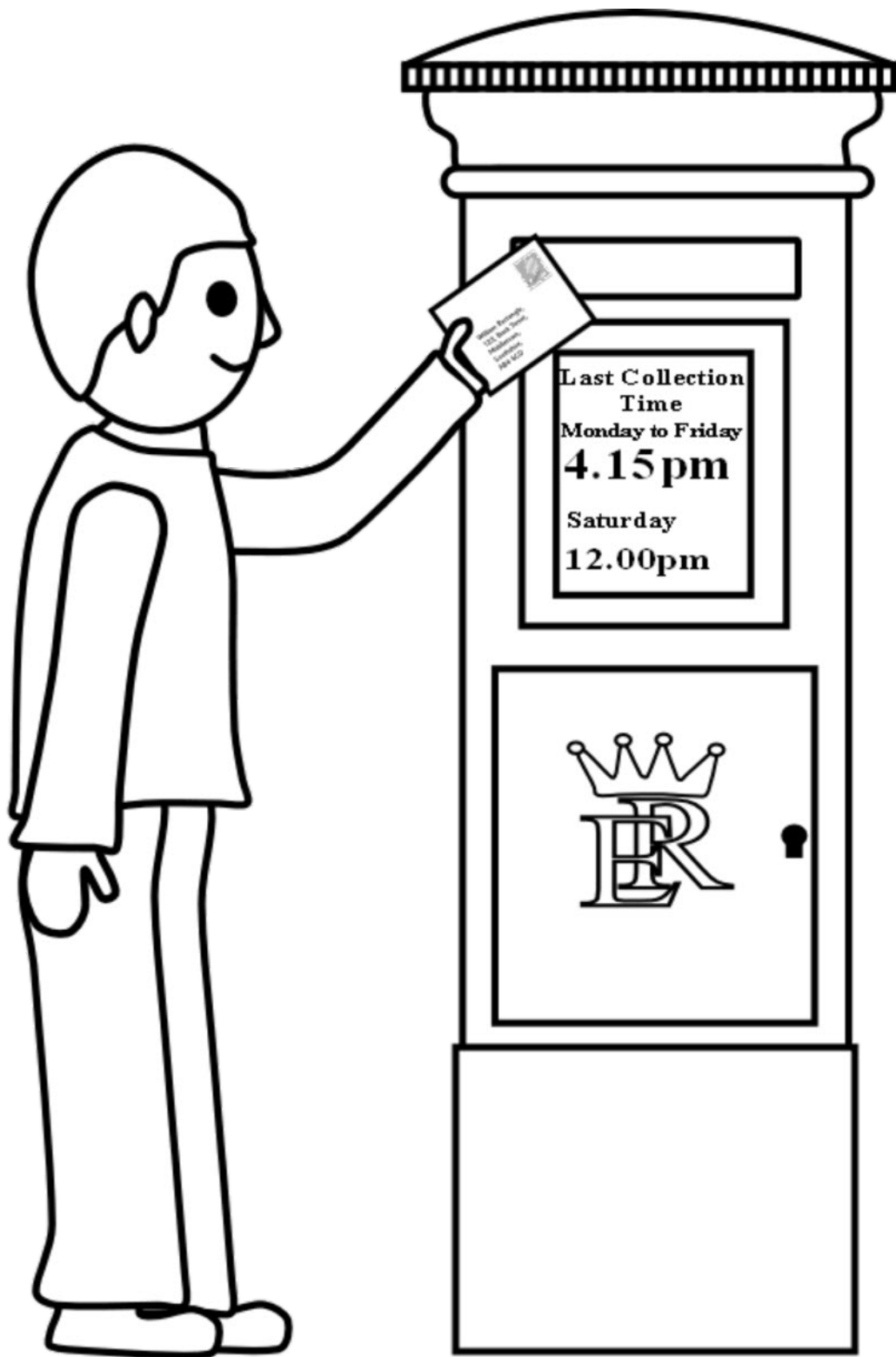
Put your letter into  
an envelope.



Put a stamp in the  
top-right corner.



Walk to the post box.



*Post your letter  
into the box.*