Weekly Tech Tip 91:

The PocketMod: Create a 6 page document that will fit into your pocket!

November 5 – November 9, 2012

This week’s tech tip is a blast from the past but still quite handy. There are times that it becomes necessary to have a pocket sized multi page document. This may be for study, reference in the lab, todo list, calendar, or in any event that you would like to carry information in your pocket and the digital cell phone is not an option. The PocketMod is a great solution. With PocketMod you can print a 6 page document that will fit in your pocket.

2. Select a Widget. Widgets are page templates. There are many types of page templates to choose from. When you select a Widget it will display in the center. If it is editable, you will be able to add text or web addresses by clicking on the edit icon.

3. When you are finished editing each page, drag and drop it on the page of your choice on the right. If you can’t edit the page, not to worry, just drag and drop the uneditable page on to the page of your choice on the right.

4. Once you have included a page on each of the 6 areas. Click the Print PocketMod! button.

5. Follow these folding/cutting directions to create the small booklet:

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**Folding Instructions**

Note: All folds should be to the lines printed on the paper, and not to the actual edges of the paper.

1. Start with front page at top left
2. Fold in halves
3. Cut at dotted line in center
4. Fold to opposite ends
5. Fold in half vertically
6. Fold in half horizontally done. enjoy!

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6. You can also visit http://youtu.be/IAb31rleGZo to see a video version of how to fold and cut your PocketMod. Voila, you now have a 6 page document that will fit in your pocket.