

Plan the work

Synthetic sample. All names and values are fictional.

SOURCE PAGE 1

A useful output preserves the information you need.
Check page order, readable detail and the saved file.
Visible name: Example Author - fictional.

Item	Count	Unit price	Total
Notebooks	12	3.50	42.00
Folders	8	2.25	18.00
Total			60.00

Small-print checkpoint: reference SAMPLE-2048; amount 60.00 EUR.
Use this line to judge whether a four-up print is comfortable to read.

Check the numbers

Synthetic sample. All names and values are fictional.

SOURCE PAGE 2

A useful output preserves the information you need.
Check page order, readable detail and the saved file.
Visible name: Example Author - fictional.

Item	Count	Unit price	Total
Notebooks	12	3.50	42.00
Folders	8	2.25	18.00
Total			60.00

Small-print checkpoint: reference SAMPLE-2048; amount 60.00 EUR.
Use this line to judge whether a four-up print is comfortable to read.

Read the small print

Synthetic sample. All names and values are fictional.

SOURCE PAGE 3

A useful output preserves the information you need.
Check page order, readable detail and the saved file.
Visible name: Example Author - fictional.

Item	Count	Unit price	Total
Notebooks	12	3.50	42.00
Folders	8	2.25	18.00
Total			60.00

Small-print checkpoint: reference SAMPLE-2048; amount 60.00 EUR.
Use this line to judge whether a four-up print is comfortable to read.

Keep the original

Synthetic sample. All names and values are fictional.

SOURCE PAGE 4

A useful output preserves the information you need.
Check page order, readable detail and the saved file.
Visible name: Example Author - fictional.

Item	Count	Unit price	Total
Notebooks	12	3.50	42.00
Folders	8	2.25	18.00
Total			60.00

Small-print checkpoint: reference SAMPLE-2048; amount 60.00 EUR.
Use this line to judge whether a four-up print is comfortable to read.

Review the result

Synthetic sample. All names and values are fictional.

SOURCE PAGE 5

A useful output preserves the information you need.
Check page order, readable detail and the saved file.
Visible name: Example Author - fictional.

Item	Count	Unit price	Total
Notebooks	12	3.50	42.00
Folders	8	2.25	18.00
Total			60.00

Small-print checkpoint: reference SAMPLE-2048; amount 60.00 EUR.
Use this line to judge whether a four-up print is comfortable to read.