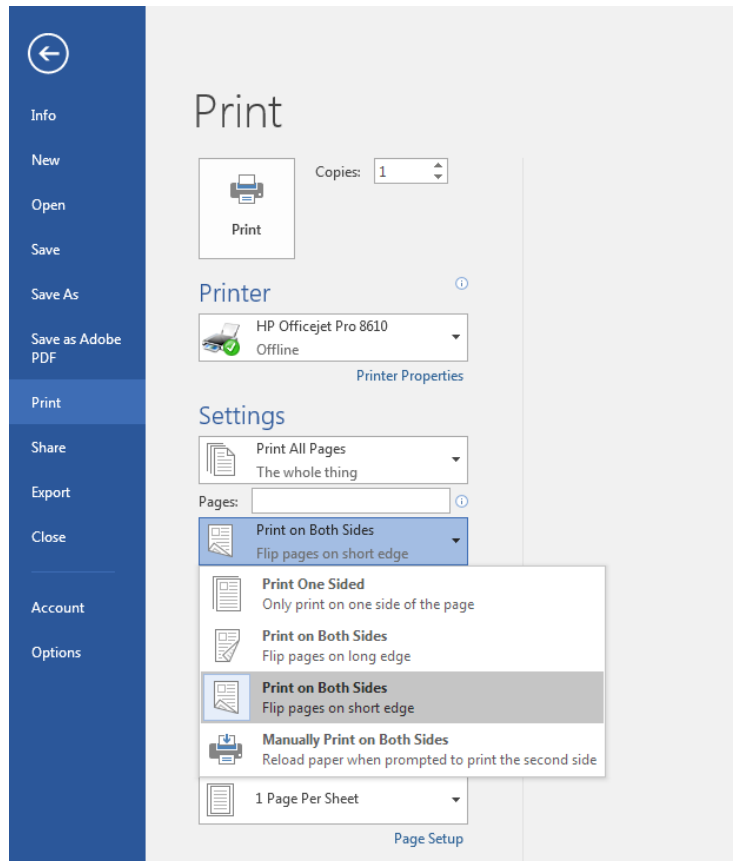# eMDs

How to Use Your Patient Portal Pamphlet

Printing Your Pamphlet

The pamphlet is a double-sided, tri-fold document. When setting your document to print please make sure you have selected print on both sides and the option to flip on the short edge. This will make sure that your document is printed upright on both sides.

Once printed, you will need to fold the document to create the final product. This is a tri-fold, meaning the document has three distinct panels. To fold the document correctly, follow the instructions below.

1. Lay the document in front of you. You should have the section with Patient Portal Frequently Asked Questions facing up.
2. Fold the right side of the document in over the middle section. You should have How to Register over the middle of the document.
3. Fold the left side over the right. Join our Patient Portal should now be the top page.
4. Crease the sides to make sure the pamphlet stays folded.

We recommend you use a paper weight of 24 lb. or 32 lb. to give the document a higher quality look. Standard copy paper is 20 lb. You can purchase 24/32 at any office supply store. This document can also be professionally printed at any local print shop.

Adjusting Branding on Your Patient Portal Pamphlet

The Patient Portal pamphlet is 100% editable. If you would like to use your practice logo, branding colors, or your own images you can edit all these elements in the document.