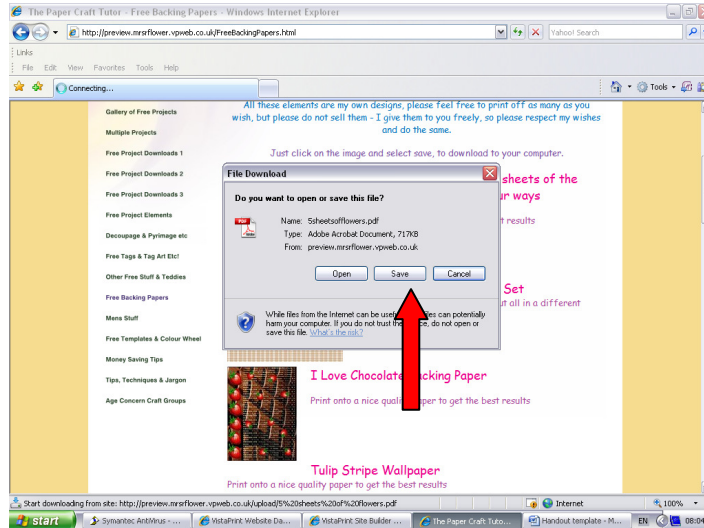
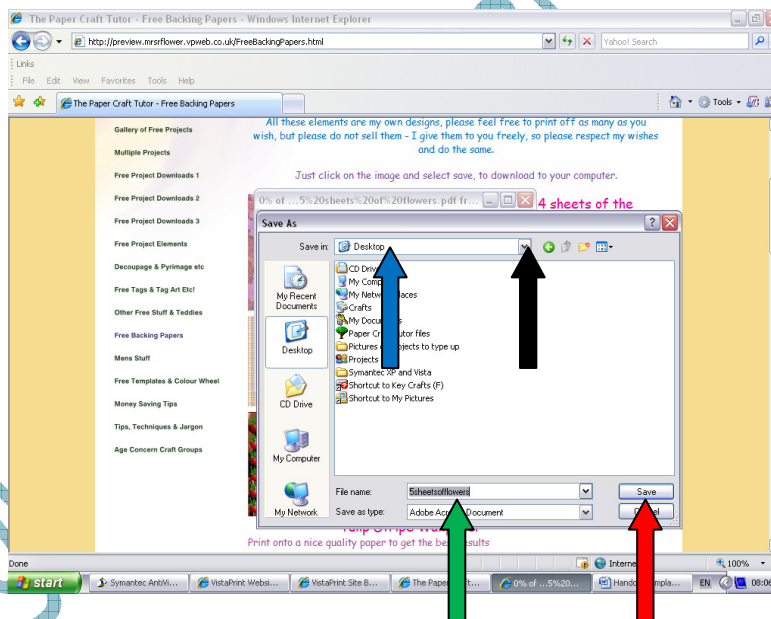


Downloading & printing from site

The first thing you need to do - if you want to store the file on your own computer is to click on the file picture or highlight as you see it on site and the following screen will appear:



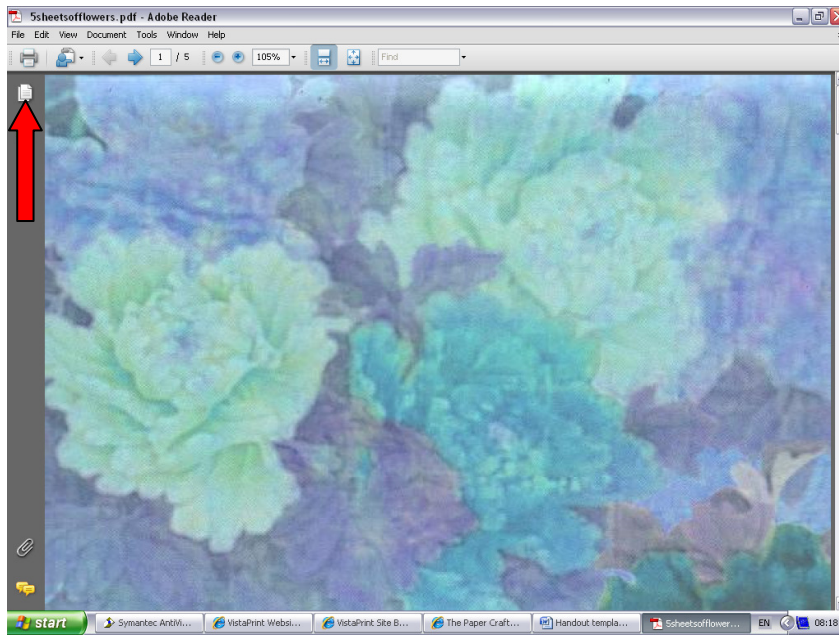
Select SAVE as highlighted by the red arrow in the above picture.



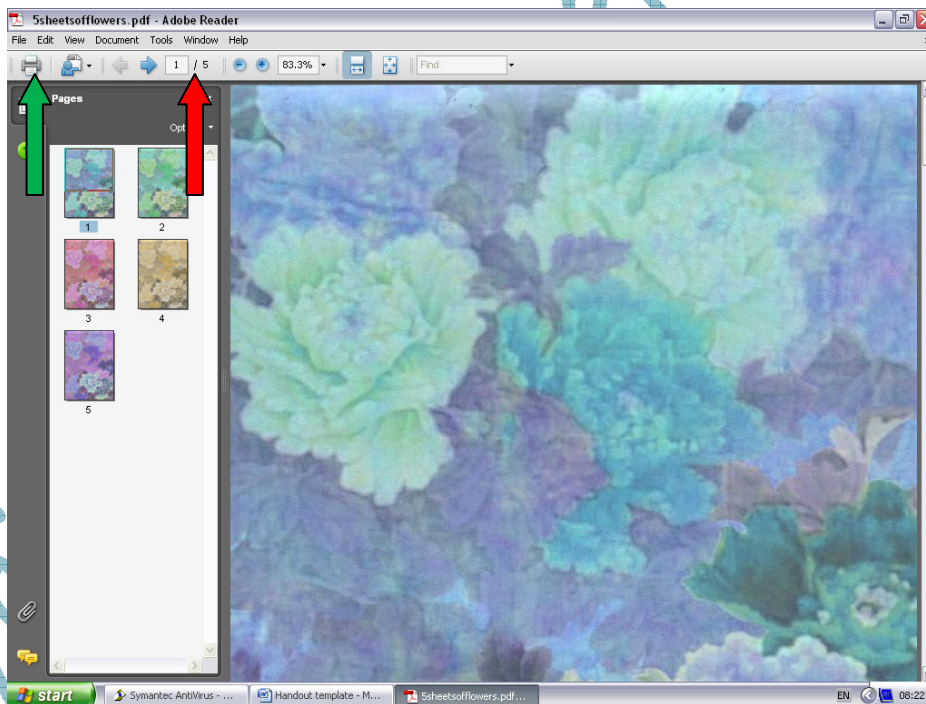
The menu above will pop on to the screen asking where you want to save the file to, to make explaining easier I am going to choose to save the file to the desktop - as shown in the box highlighted with the blue arrow in the picture above. If you want to save it elsewhere, use the little arrow head at the edge of the box to 'drop down' the menu - indicated by the black arrow - choose the location on the computer you want to save the file to - you can rename the file now if you wish - indicated by the green arrow - as the name is already highlighted in grey, you just need to type over what is there as, as soon as you start typing the original file name will disappear. When you have done, select SAVE as indicated by the red arrow in the picture above.

To print something/the whole file:

When you are ready to print, open the file in the normal manner by clicking on it with the mouse button. The file will open in ADOBE READER format as seen in the image below.

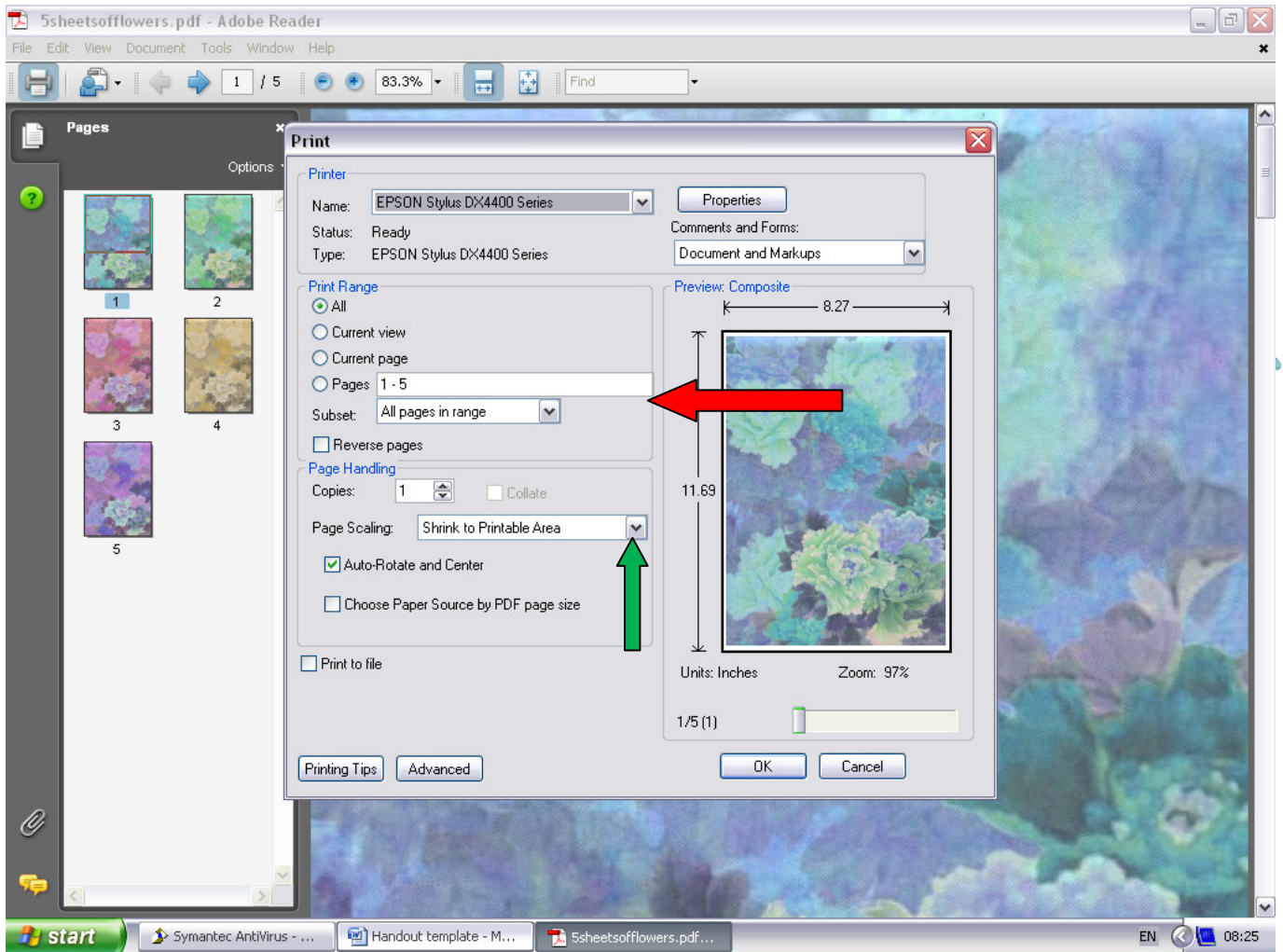


If you click on the icon indicated by the red arrow in the picture below, it will open a side bar on the screen allowing you to see all of the pages in the file (so long as they fit on the screen) so you can tell the printer which page numbers you wish to print.



The screen also tells you how many pages are in the file - as indicated by the red arrow in the above image. To begin the print process - click on the printer icon indicated by the green arrow in the above image. The screen will bring up a new menu as seen in the picture below - this is the print menu, yours may differ slightly from the one shown here, but they all have the same functions it will just be a case of locating them.

The large red arrow in the picture below is where you tell the printer which of the pages you want to print, it will automatically start with every page as seen in this picture where it shows 1 - 5 in the PAGES box. If however you only want page 3 & 5, you would type 3 (and then a comma) 5 into the box.



The little circular button next to the box will automatically highlight so you know it has worked, **DO NOT** use the return key as the print menu will think you are finished & begin printing.

The final thing you need to check is **PAGE SCALING** - indicated by the green arrow above, this **MUST BE SET TO SHRINK TO PRINTABLE AREA** if it isn't use the arrow head at the edge of the box (where the green arrow head is pointing) and click to open the 'drop down menu' and select **SHRINK TO PRINTABLE AREA**.

Select **OK** and the printer will kick in and print off the sheets you specified.

Copyright: The Paper Craft Tutor