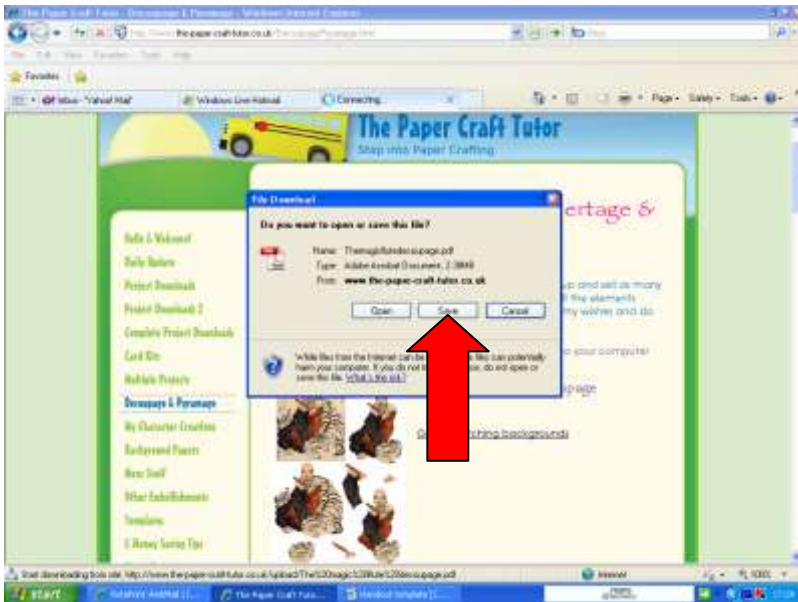


How to print the whole page onto half a sheet of paper + How to print in 'Draft' quality from the PDF file download



Find the file you want to use on the website

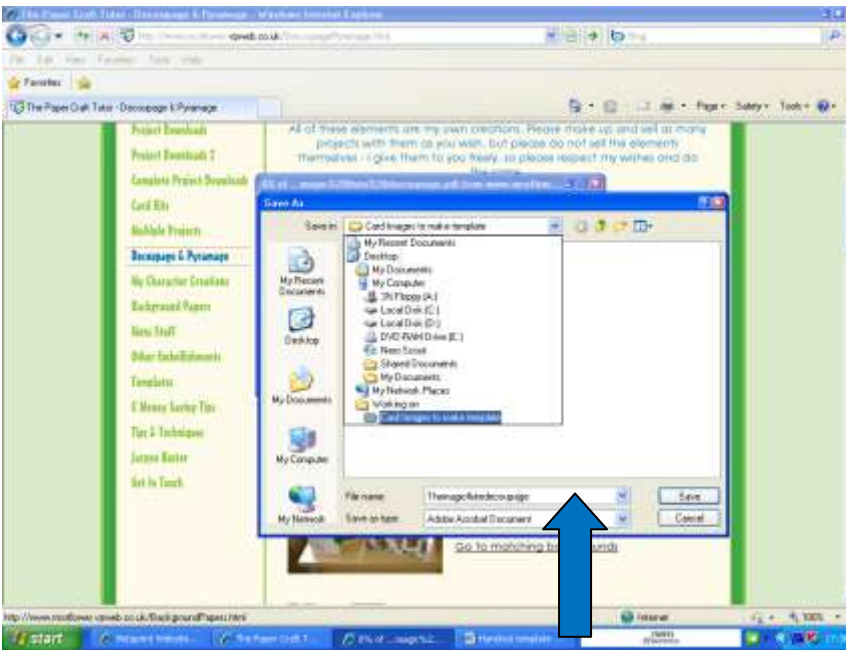
Select the file by clicking on the image with the left mouse button & the following screen (or one similar).



Select SAVE as indicated by the red arrow in the picture left.



The following screen will appear asking where you want to save the file to. Click the little arrow indicated by the big red arrow in the picture left to access the menu & select the location where you want to store the file.

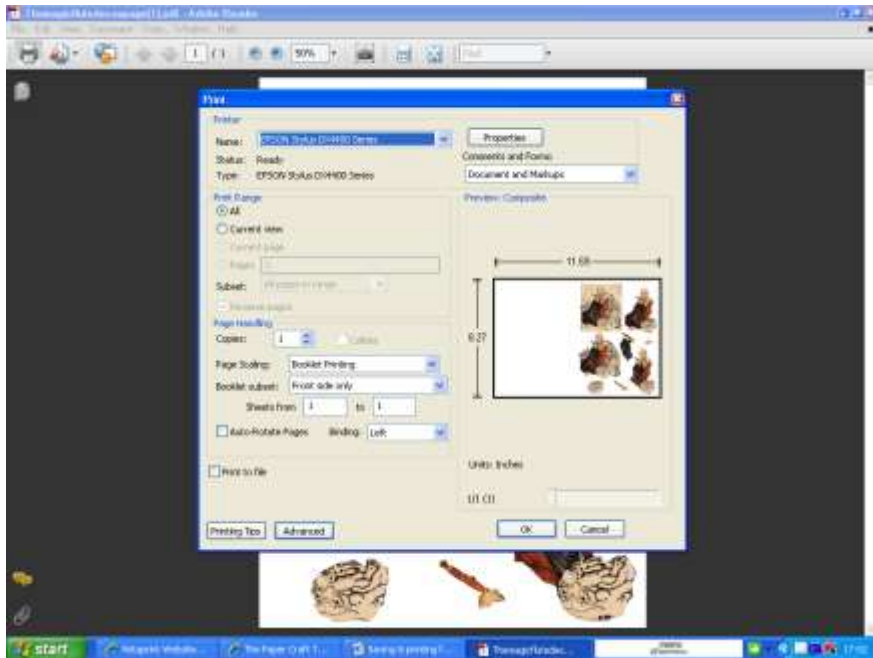


The file already has a name, but you can rename it if you wish as indicated by the blue arrow on the picture to the left.

Now click the SAVE button to store the file on your own computer (recommended)!

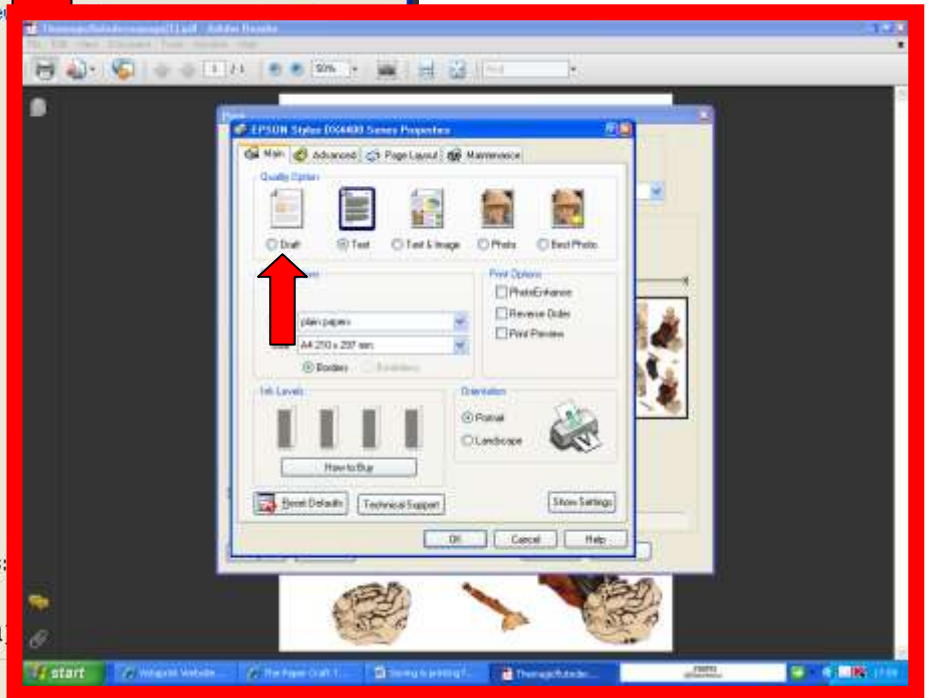
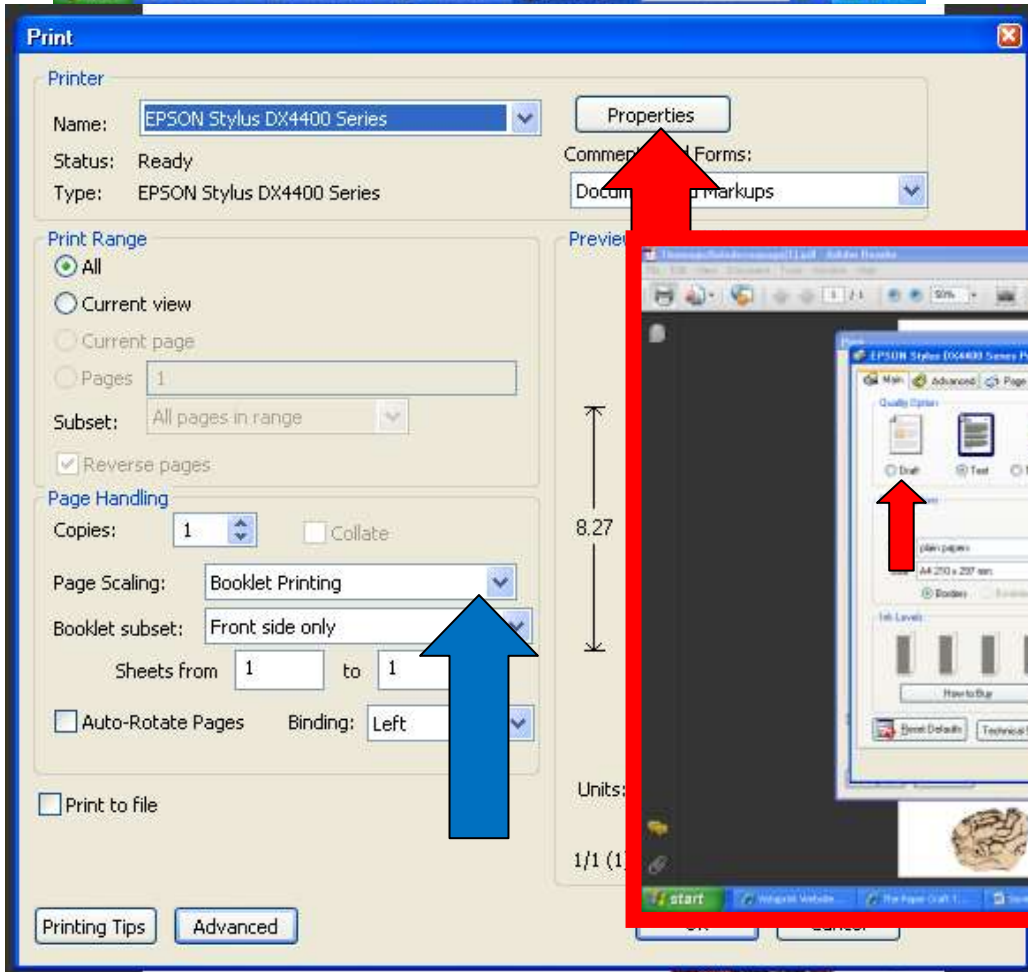
Now you need to open the file ready to print it off.



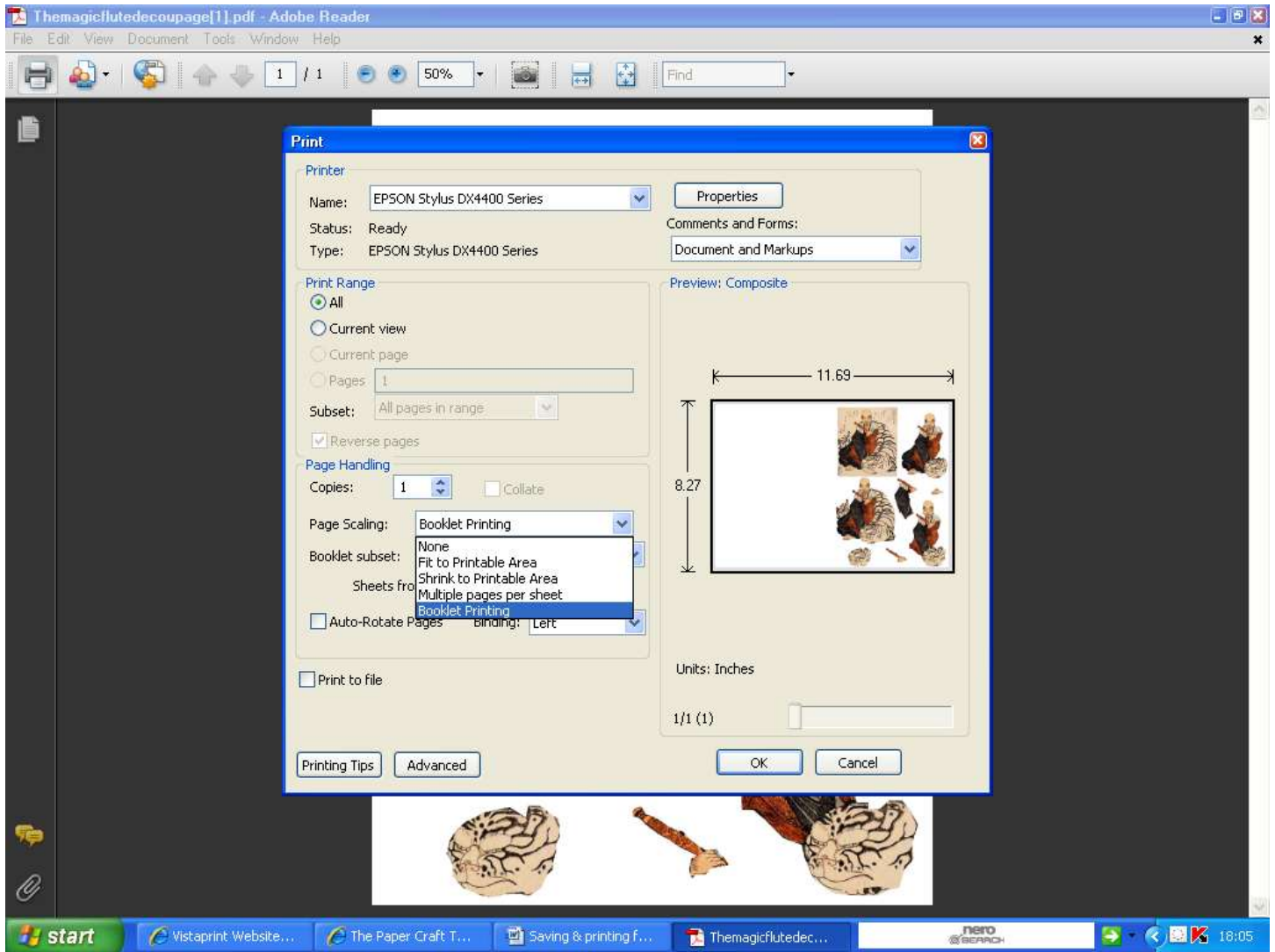


Select the PRINTER icon as shown in the picture above & the screen on the left will appear. I will crop the picture to give you a better view of the menu window.

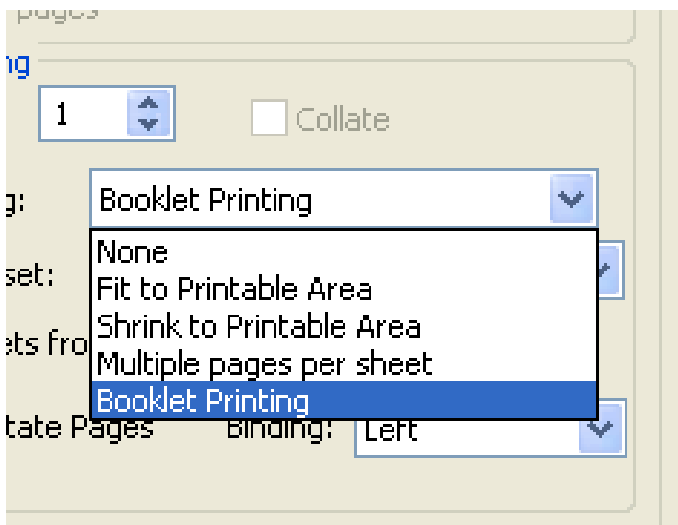
First of all we will follow the red arrow in the picture below which is highlighting the PROPERTIES box. This will open up your printer menu - yours won't be exactly the same as mine but somewhere there should be a quality option - the red arrow in the smaller picture indicates where my DRAFT setting is.



Now focussing on the blue arrow on the bigger picture above, this is where you can print the whole page on a half a sheet of paper - I use this regularly as it saves on ink & all of those bits from an A4 background sheet that you have to find ingenious ways to use up!



I have deliberately kept the picture above BIG so you can see what I am trying to explain. If you click on the little arrow along the side of the PAGE SCALING box, you will see you have options - this is because you are working from a PDF file & (mine at least) won't offer this option with any other type of file.



If you select BOOKLET PRINTING from the list you will get the full page printed out onto a half page of paper - I generally turn it round when it is done & print the backing paper on the other half!
Normally the setting is automatically on FIT TO PRINTABLE AREA, but won't change back automatically, so remember to change it back next time you want full page printing from one of my download files!

Hope this helps!