

## Instructions for Printing

These instructions are for Adobe Reader version 10 (or X) and apply to both PC and Mac versions. Adobe Reader X is software freely available on the [Adobe Reader](#) download page. It is recommended to upgrade to the latest version.

Maps and brochures should be printed at a higher percentage than 100% to ensure clarity. Printing an entire map or brochure may take 6 or more (A4) pages depending on size of map or text as required.

### 1. To print a specific section of the map or brochure

On your screen, centre approximately the section of the map or brochure you want to print.

On the latest version of Adobe Reader a pop up panel should appear by moving your cursor around the screen. Select the Adobe icon on the panel to activate the toolbar above with its % box unless the toolbar is already showing, or select the **'Zoom in'** (+) sign on the panel. Use either of these to increase the size of the map or brochure and adjust the size required for printing. Centre the section you want on your screen.

- a. Go to Print and select under **'Pages to Print'** > **'More Options'** and then **'Current view'**.
- b. Go to **'Page Sizing & Handling'** and select **'Size'** and **'Fit'** under **'Size Options'**, and for **'Orientation'** select **'Auto'**.
- c. Push Print.

If using an earlier version select **'Current view'** in the **'Print Range'** window. Then go to the **'Page Scaling'** box under **'Page Handling'**, and select **'Fit to Printable Area'**. Push OK.

If neither of the above works, select options that enable you to blow up on the screen the size of the section of the map or brochure that you require, and further options that enable you to print on A4 what you actually see on the screen.

### 2. To print the entire map or brochure

On the latest version of Adobe Reader, go to

- a. **Print** and select **'All'** under **'Pages to Print'**.

- b. In '**Page Sizing & Handling**' select '**Poster**' and a % in '**Tile Scale**' (greater than 100% for clarity).
- c. Click on '**Portrait**' or '**Landscape**' under '**Orientation**' to see the number of pages required (shown in box opposite). Adjust the % to best utilise the number of pages required for printing. For example, if the box shows 6 (A4) pages, slightly adjust the % to maximise the content appearing over those 6 pages. Push Print.

If using an earlier version select '**All**' in the '**Print Range**' window, and under '**Page Handling**' in the '**Page Scaling**' box select '**Tile all pages**'. In the '**Tile Scale**' box select the % (greater than 100% for clarity) and adjust that % to best cover the pages showing in the box opposite. Push OK.

If neither of the above works select '**All**' in the range of pages to be printed, and a % scale above 100% to increase the size of each section of the map or brochure to be printed.

It is also possible to print the entire map or brochure by adopting the method in (1.) above and repeating the steps for each section that appears on current view on the screen.

April 2012