Printing Instructions for PDF Files

What is a PDF File?

PDF file (Adobe® Portable Document Format)
A universal file format that preserves the fonts, formatting, colors, and graphics of any source document, regardless of the application and platform used to create it. PDF is the open de facto standard for distributing formatted documents over the Internet. PDF files are compact and can be shared, viewed, navigated, and printed using free Adobe Acrobat® Reader® software, downloadable from http://www.adobe.com. Documents can be converted into PDF files with Adobe Acrobat software.

http://www.elotouch.com/products/mongloss.asp#p

VLA Lesson PDF Files:

On the **overview** page for each lesson, there will be a number of links for any printable documents pertaining to each lesson. Theses documents will already be in PDF format and ready for printing. Use the following steps to print PDF files using Adobe Acrobat Reader.

Step 1: Click on the "Lesson" icon on the left hand side of the screen.

By clicking on the "Lesson" icon, this will always take you back to the **first page** of the lesson called the **overview** page. The links to the PDF files are located on the overview page.

Step 2: Click on the appropriate link located on the top left hand corner of the overview page. A link can be identified if it is **underlined**. Depending on the number of PDF documents to be printed per lesson, links will appear in the following format:

- **PFD Files: Content | Chart | Graph | Questions # - #**

  - "**PDF Files:**" will be shown in the upper left hand corner of the overview page followed by **links** to each printable PDF document.
  - Each link will be separated by a line called a "pipe" symbol (|). This is simply to show each separate link.
  - *Note: This is only an example to show format. These are not real links and may be named differently in different lessons.*

Step 3: The printable file will then come up inside the window where the overview page was. You will also see new tabs on the left hand side of the document and icons at the top of the document. These are actual menu options for Adobe Acrobat Reader. You can use these within the VLA screen.

Your screen will then look something like this:

Note: This is an example which shows a particular PDF file. Depending on the link that you choose, the corresponding PDF file will appear in the window. You will not see the red brackets or pop-up balloons either. These are for demonstration only.

Step 4: You may want to re-size your PDF document before you print it. This can easily be accomplished by moving your mouse arrow to the appropriate icon on the Adobe toolbar located at the top of the document.

Simply click once on the down arrow on the right hand side of the icon that shows the size of the PDF document. A drop down list will appear, then you may select whatever size you want.

Note: 100% is the original size of the document. You can also select "Actual Size" at the bottom of the drop down menu to re-size the document to its original size or 100%.
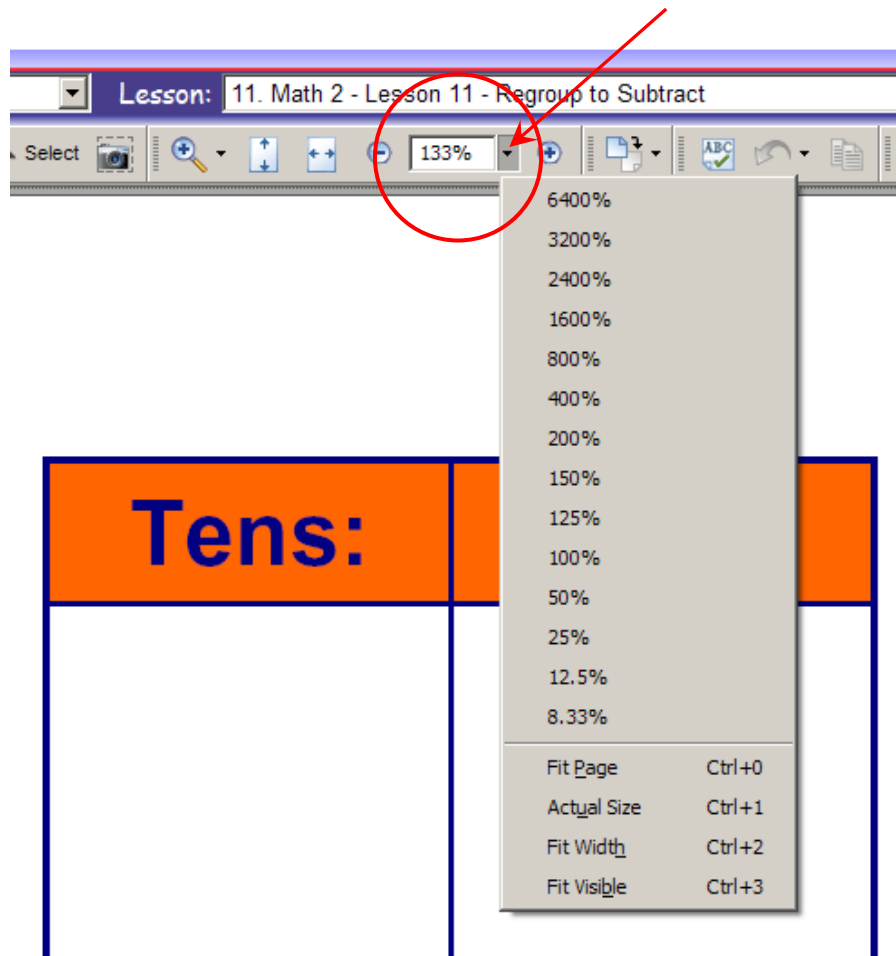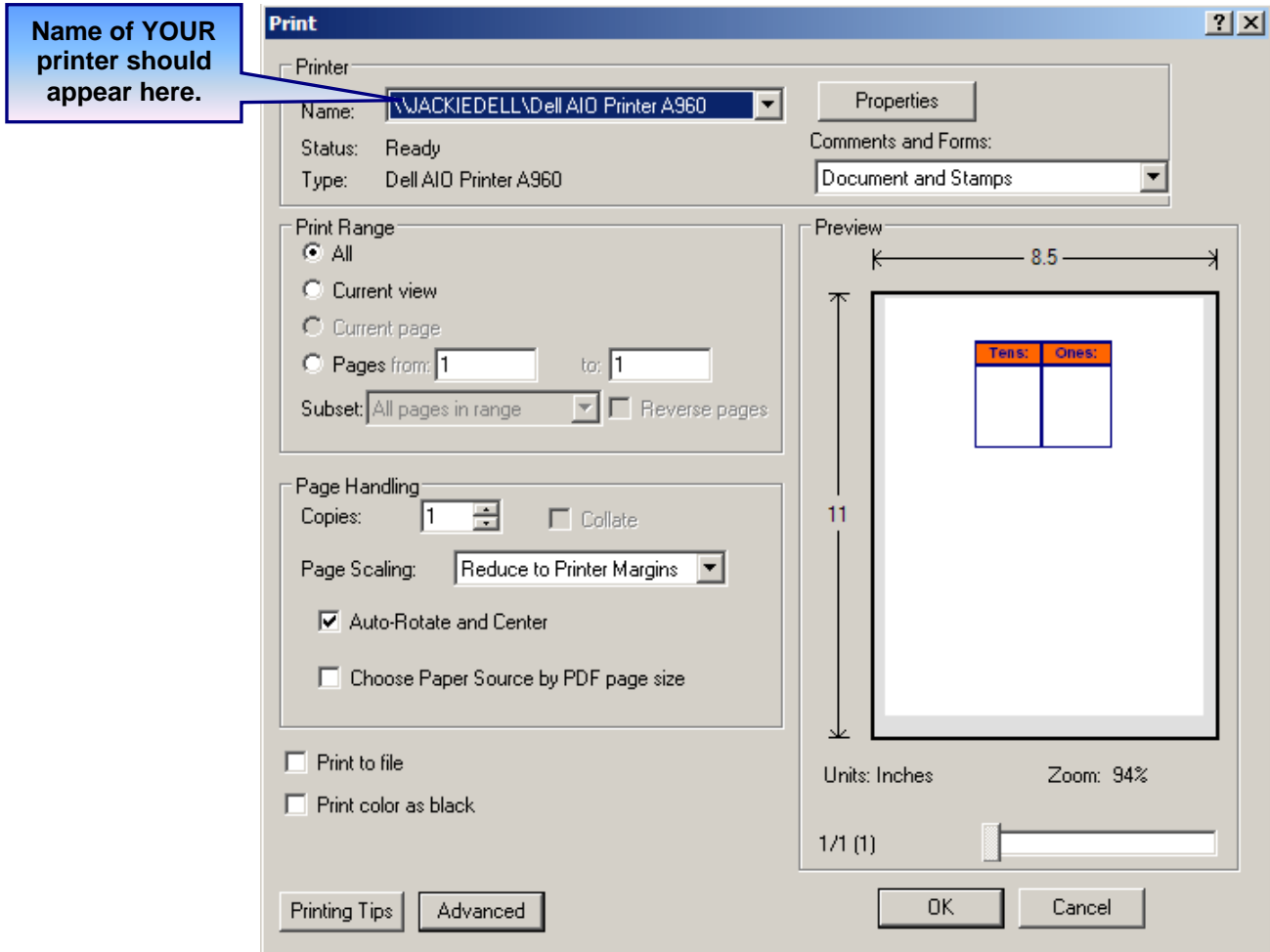

Step 5: Move your mouse arrow over the "print" icon located at the top of the PDF document. The "print" icon is the second icon from the left hand side of the menu. It will appear highlighted when your mouse cursor moves over it and a "print" message should appear in a box slightly underneath the icon.

 The print icon is indicated in the red circle below.
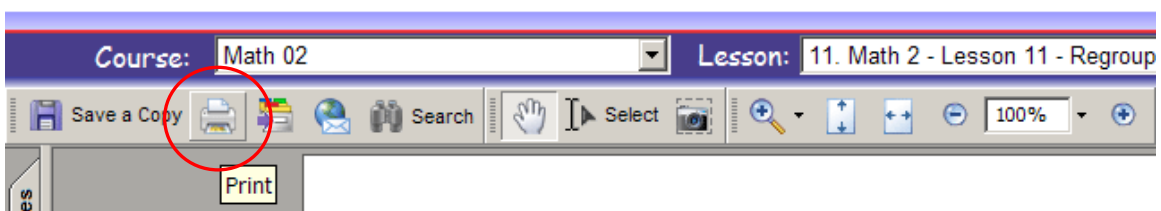
Step 6: Click the "print" icon once. A new window will appear. This is the printer settings window. This is the window that contains information about what you want to print and YOUR printer settings.

The printer settings window will look like this:

Print

Printer
Name: \\JACKIEDELL\Dell AIO Printer A960   Properties
Status: Ready
Type: Dell AIO Printer A960

Comments and Forms:
Document and Stamps

Print Range
○ All
○ Current view
○ Current page
○ Pages from: 1   to: 1
Subset: All pages in range   ☐ Reverse pages

Page Handling
Copies: 1   ☐ Collate
Page Scaling: Reduce to Printer Margins
☑ Auto-Rotate and Center
☐ Choose Paper Source by PDF page size

☐ Print to file
☐ Print color as black

Preview
⊢—————— 8.5 ——————⊣

Tens: Ones:

11

Units: Inches   Zoom: 94%
1/1 (1)

Printing Tips   Advanced   OK   Cancel

Make sure the name of your printer is selected at the top of this window. Then click "OK" at the bottom right hand side of the print window.

Step 7: A progress window will briefly appear to show the status of your print job. It will then close on its own. Your document should now be printing.

You are finished!

Remember, to get back to the **overview** page, simply click on the "Lesson" icon.