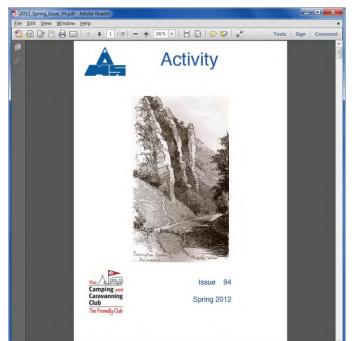
Printing 'Activity' from the website

Do you, like me, like to carry a copy of 'Activity' with me on my camping trips? Obviously, it is not possible to walk around with my computer just to look up Activity!

First, download the Activity file from the website to a folder on your hard drive using the password that your area secretary emails you. This may be your 'Downloads' folder.



So, how do you now print out your own copy in colour ?

To start you bring up Activity in 'Adobe Reader' from the folder on your computer which should look like this. This may occur automatically.

To start to print you can use one of 3 ways. Click on the *printer icon* on the toolbar, click on 'File' and then select <u>Print</u>, or use the Ctrl and P keys together. You should then have the 'Print' dialog box displayed.

Yint X		
Printer <u>N</u> ame: Status:	EPSON SX110 Series	Properties Help Comments and Forms:
Type:	EPSON SX110 Series	Document and Markups 👻
Print Range <u>All</u> Current view Current page		Preview: Composite
 Pages 		K 11.69*
	All pages in range 🔻	· · · · · · · · · · · · · · · · · · ·
Subset:		Activity
Reverse pages Page Handling		Sec.
Copies:	1 Collate	8.27
Page Sca		144
		No. 10
Booklet subset: Both sides		
Sł	neets from 1 to 10	
Auto-Rotate Pages Binding: Left		
Print to file		Units: Inches 1/20 (1)
Advan	red	OK Cancel
- Agreen		

If you are using Adobe Reader version 9 follow the instructions below :

In this dialog box choose your printer, <u>All pages and 1 copy.</u>

For Page <u>S</u>caling select 'Booklet Printing'

For Booklet subset select 'Both Sides'

For Binding select 'Left'

On your first try change 'Sheets from' to '1 to 1' and then select



Print Printer: Canon Inkjet 1/44000 v Properties Advanced Help @ Copies: 1 .	If you are using Adobe Reader version 10 follow the instructions below :
Pages to Print Comments & Eorms	In this dialog box choose your printer, 1 copy and <u>A</u> ll pages.
Page Sizing & Handling Image: Size and the second	Select Booklet
Sheets from 1 to 7 Binding: Left	For Binding select 'Left'
Orientation: Orientation: Landscape Auto-rotate pages within each sheet Want to print colors as gray & black?	On your first try change 'Sheets from' to '1 to 1' and then select
Page 1 of 14 (1)	Print
Page Setup Print Cancel	

Not all printers are alike in the way they do double sided printing. You will have to experiment with your first sheet to ascertain which way to turn the paper when you put it back in the printer for the second side.

When you have succeeded with the first sheet, repeat the operation with 'Sheets from' with '2 to 2' and then '3 to 3', etc. Once you are practiced with this operation you may be able to do all the sheets in one go with '1 to 7' or whatever the last sheet is.

Using 100 gram A4 paper produces a better result than the usual 80 gram. It does not *bleed* through to both sides. When you have printed all sheets it is necessary to put them in order, fold the resulting booklet and staple them together.

Printing your own copy by using the website will help to reduce MAS costs, especially if you print copies for folk without computers. Those with *black and white only* printers will not be able to obtain the benefit of colour copies.

Note: If you are using an earlier version of Adobe Reader it should be possible to download a free update to one of the above versions.