

Print your own catalogue:

1. Once you have downloaded the files, please open them in Adobe Acrobat.
(If your printer does not have this option go back to the Page Sizing & Handling section and select either “**Shrink Oversized Pages**” or “**Fit**” and make the paper size A4)
2. When the file is opened and appears on the screen select file, print
3. Once the Print Setup Box appears ensure that-
 - ~ Pages to Print are “**ALL**”
 - ~ Page Sizing & Handling are “**Actual Size**”
 - ~ Orientation is “**Landscape**”
4. When categories are ticked, go to Page Setup and make sure Paper Size is **A4 Borderless**.
5. Once boxes are ticked, in the Printer Setting section ensure “**Two-Sided**” is ticked and binding is on “**Short-edge**”.
6. Press the “**Print**” button.
7. To bind - Staple the left hand side edge and your catalogue is complete .