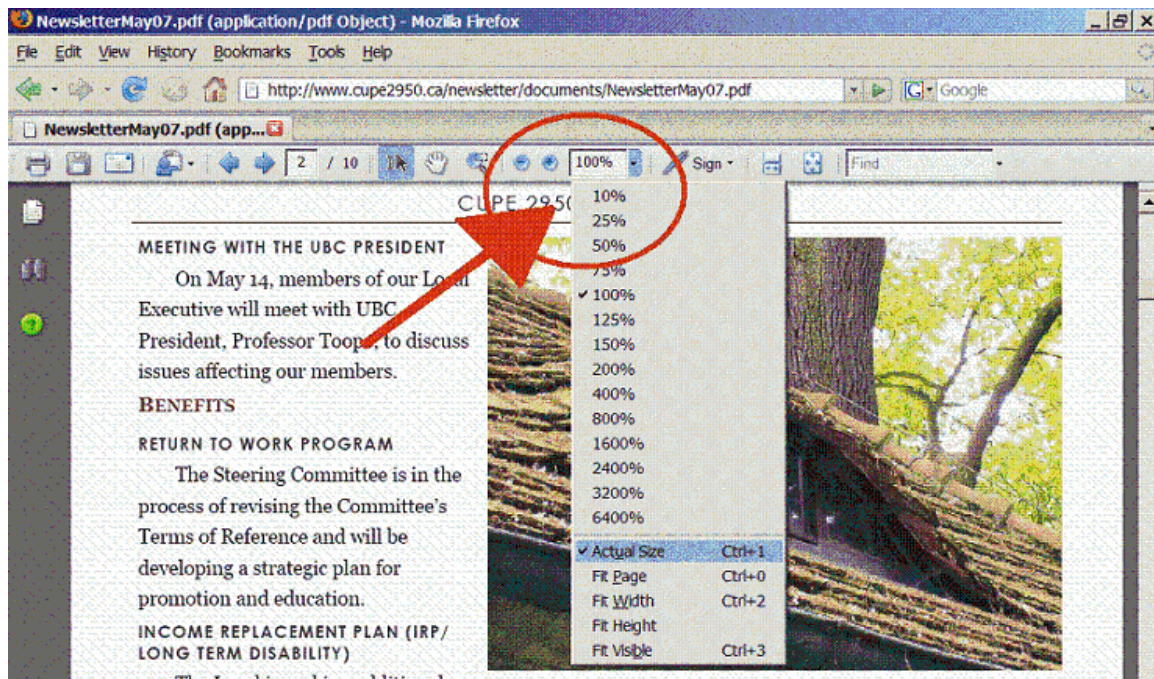


# Simple hints for our PDF newsletter

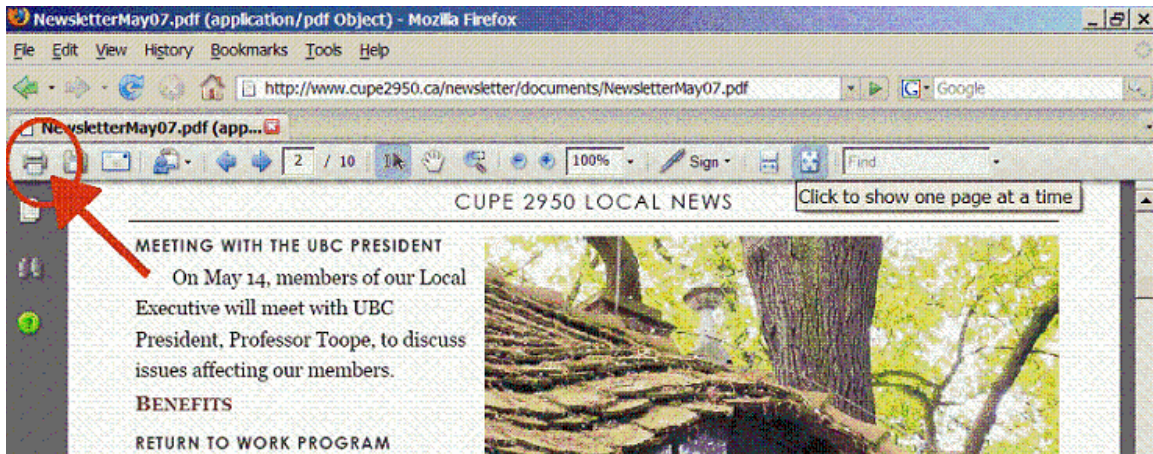
## READING

1. Click the link to open the PDF.
2. To change the size of the page as it appears on your screen, look in the toolbar just above the document and:
  - type in a new % or
  - click the arrow beside the % box and select a preset % or one of the other preset options, such as *Actual Size* or *Fit Width*, or
  - click the – circle or the + circle to decrease or increase the magnification.



# PRINTING

1. Click the link to open the PDF. Look for the printable version of the current newsletter, which uses a text typeface that is better for reading in print.
2. Click the printer icon in the toolbar just above the document. (If the document is open in your browser, **do not** use the browser's printer icon.)



3. A *Print* window will pop up. If you want to print the entire newsletter, double-sided:
  - click **Properties** beside the printer name
  - under *Layout* > *Print on Both Sides* choose **Flip on Long Edge**
  - ensure *Print Range All* is selected
  - ensure *Copies 1* is selected
  - ensure *Page Scaling none* or **100%** is selected.

