WANT TO PRINT OUR POP-UPS? HERE'S HOW ...

Any of our 'pop-up' windows is printable and will usually print A4 size.

The way in which the windows have been formatted will *sometimes* allow two different ways of printing. The difference is signified by the question, "does the link title (like the blue print you clicked to get here!) have the word 'booklet' in it?". But more of that later.

General Printing

To print our pop-ups in A4 sheet form, look at the icon bar at the top of the pop-up window. It will differ depending on what browser you are using, but look for a little printer something like this:

                but a lot smaller.

Simply click on it and a printer dialogue box will appear. Check the correct printer is listed there and click 'Print'. Easy as that.

Booklet Printing

Still easy, but a bit more involved.

Any pop-up window with the word 'booklet' in its title, although it will quite happily print as above, will also print as a handy A5 booklet. Here's how to do it …
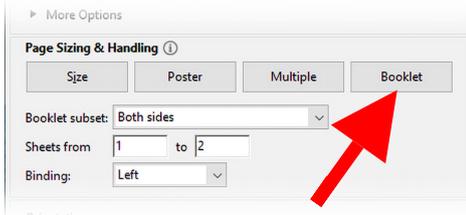
First of all you are going to have to download the PDF file from the pop-up window. If you look for the 'Printer' icon, the 'Download' icon is usually right beside it, to its right. It will look something like this:

                but, again, a lot smaller

Just click on it and it will ask where you want to store the PDF file, or how you want to open it. If it only offers the option of storing, agree … but remember where you put it! Once downloaded, find the file and double click on it to open.

If you are offered the option of opening, it should also offer 'Adobe Acrobat Reader'. Click on 'Open'.

Now you have opened the PDF file, click on the 'Print' icon at its top. A print dialogue will open. Look halfway down and click the 'Booklet' button. If you have a duplex printer (one that can automatically print both sides of the paper), make sure 'Both sides' is selected in 'Booklet subset' immediately below, press the 'Print' button and you are done … no need to read further.

Single Side Print: If you *don't* have a duplex printer, after selecting 'Booklet', look immediately below the 'Booklet' button and, in the subset, select 'Front side only'. Click 'Print'. Once the print finishes, taking the printed pages, reverse their order. Depending on your printer, you may now have to flip the pages over along the SHORT axis so it will print on the blank side. Now put back the sorted print up back in the input paper tray. Go through the same actions, (select the 'Printer' icon … etc.) but this time, select 'Back side only' and click on the 'Print ' button. You'll have to re-sort the order, but now you're done as well!