

A5 SIGNS

The pdf files of the KC Signs are 'set' at A4 size but this does not mean you cannot print them at A5 size. These instructions are pretty 'generic' and should work on most printers - please do not blame me if they do not work on your particular printer - there are so many printers on the market, either reasonably new or ancient and each has its own foibles! Settings may need to be tweaked - so the rule is, save your 'current settings' before you start tweaking then you can always 'restore' them if everything goes awry! Also these instructions are written assuming you are using Adobe Reader, which is free to download and often comes pre-installed on many computers, tablets etc.

First thing to do is to download the free PDF files from the Kennel Club website. We know their website can be horrendous to navigate to exactly what you want so to make life easy we have links on the **RESOURCES** page of our website!

Once down loaded, open the level one pdf using Adobe. If you get two pages side-by-side, simply click on **VIEW** on the top ribbon of adobe Reader, then select **PAGE DISPLAY** and finally **SINGLE PAGE** (it just makes it that much easier!)

Select the **PRINTER** icon (or the word **PRINT** depending upon the version of Adobe you are using) and make sure your printer is the one selected.

Now, I am going to assume that you have not gone and purchased A5 size paper - so in the **Printer Preferences**, the paper or document size should be A4 and make sure **PORTRAIT** is selected. Make sure **Duplex** (or two sided printing) is **NOT** available or if **OFF**. Click OK and return back to the Adobe Print screen.

About half-way down the screen there is a box (probably ticked) "**Choose paper source by PDF page size**". **MAKE SURE THIS IS UNTICKED**

Just above that paper source box is another box "**Custom Scale**". **Set this to 70%** (seventy per cent).

Finally towards the bottom of the Print Screen is '**Orientation**' - set it to **PORTRAIT**

If you now hit the button **PRINT** you will get one A5 Landscape sign or description per page! That's going to be wasteful.....do you need the 'Descriptions'? If not, then in the "**Pages to print**" section (towards the top of the Print screen) select "**More Options**", which opens a further selection, and then select **ODD PAGES ONLY** in the "**Odd or Even**" pages selector. This will print just the signs.

If you are clever enough to do all that and get it right first time, then you can work out that the little 'preview' screen shows the number of pages to print, so make sure you only load your printer with half the number of sheets required; once the printer stops and demands more paper, simply take the printed pages and turn them around so you get two signs per sheet! Just cut them up once they are all printed.

Another suggestion is that you print the signs (the odd pages) first and then turn the printed sheets around, reload them into the printer, and set the “More Options” to **EVEN PAGES ONLY** in the “Odd or Even” pages selector. This will print just the descriptions - PLEASE NOTE the descriptions will be in the reverse order to your signs so you *must FIRST select* or tick the box for **Reverse Pages** just below the page selector in More options.

You then do not have to cut the pages but you can simply fold them in half!

Of course the whole lot need to be ‘encapsulated’ or laminated - a cheap lamination machine is available from Wilco at £13.00 (the same one from Amazon Prime is £16.18) and pouches are available from Wilco at £2.75 for a pack of 25 (Amazon Prime £6.99 for a pack of 100). Please note these pouches are not the quality recommended by Rally-O but they are sufficient for practice use. The screen shot shows the major items of interest as mentioned above.

PRINTING ON A5 PAPER

Alternatively, if you purchase A5 size paper then you have to make the following selections:

Printer preferences: make sure it is set to **A5 paper Landscape orientation**

Back to Adobe print screen

Pages to print: **More options: Odd pages only**

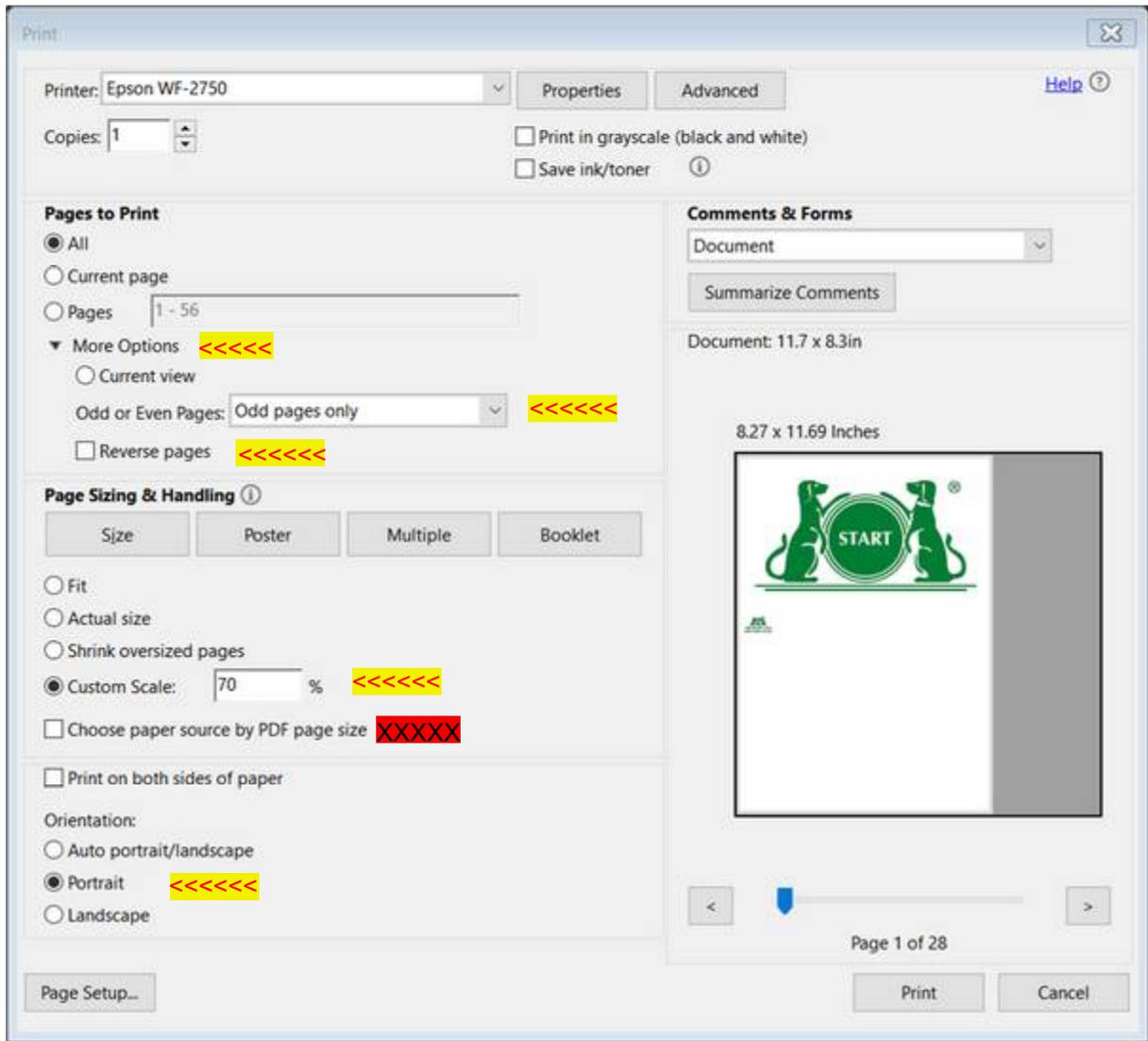
Page size and handling: **FIT**

Orientation: **Landscape**

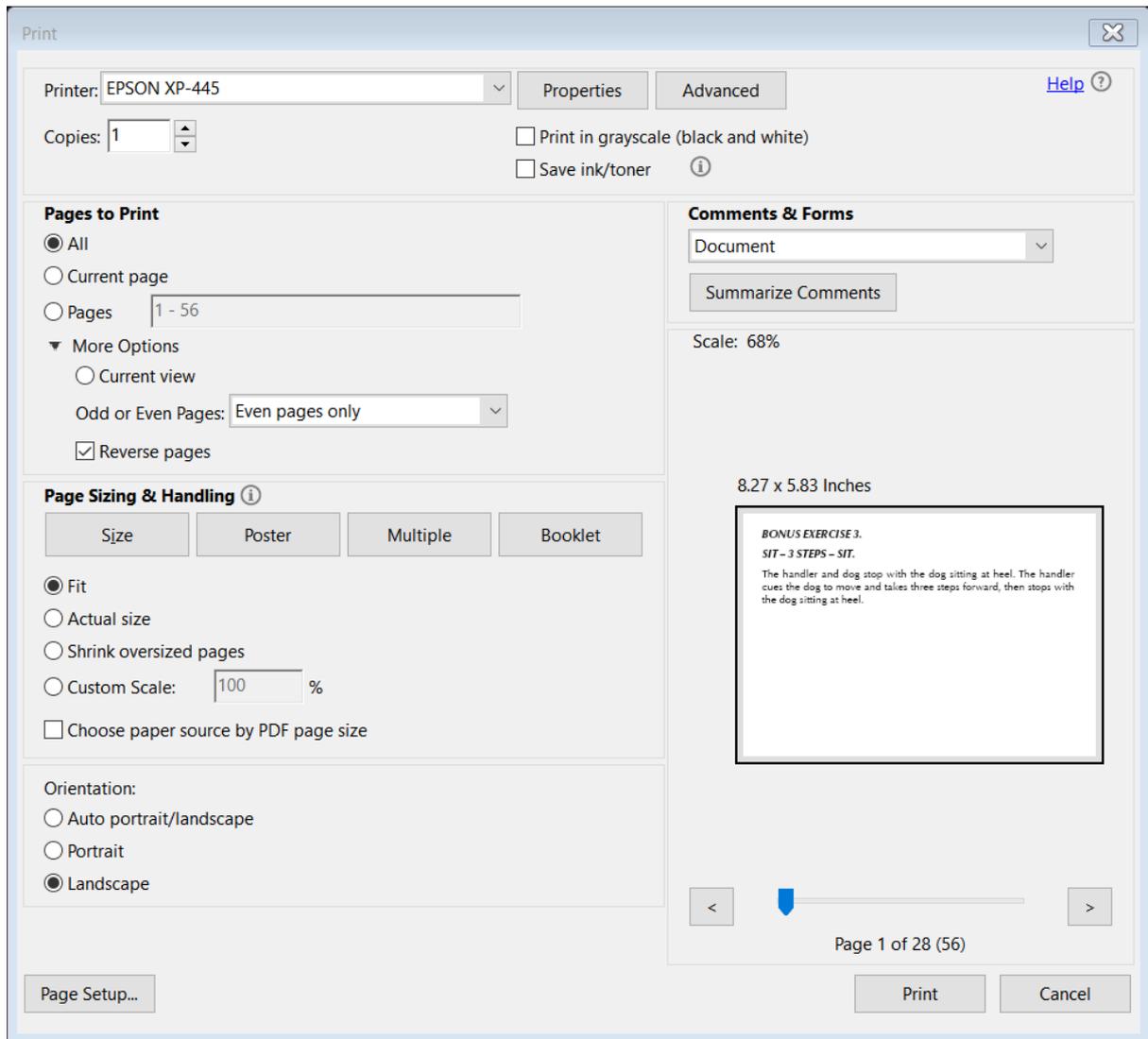
Then when you have printed the signs, if you want to print the Descriptions on the reverse, reload the paper, settings as above BUT

Pages to print: **Reverse pages**

(Of course, if your printer has automatic ‘duplex’ printing - two-sided - you can use that feature to print both signs and descriptions in one ‘pass’ but make sure you print ALL pages in the file, not ‘odd’ or ‘even’)



Screen shot of Adobe print screen showing items that need attention for printing on A4 paper



Screen shot of Adobe print screen showing set up for printing on A5 paper without Duplex printing