


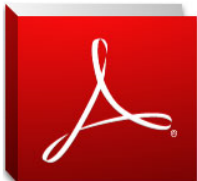
Instructions for Downloading and Printing The Butterfly Observer.

- 1) Please print and have these instructions beside you as you work on your computer. These instructions are in landscape so your printer will have to be set to this too! Page setup in Word is: Margins: Top 0", Bottom 0.5", Left 0.5", Right 0.5" or in metric, 1.27cm. This will enable you to see these instructions properly! (When printing, click 'Yes' if Word requests 'The margins of section 1 are set outside the printable area of the page. Do you want to continue?')
- 2) Download and install (for free) the latest version of Adobe Reader (version 9.4 at the time of composing this instruction) at: <http://get.adobe.com/uk/reader/> or follow the link from the CBC website. (Copy and paste this link into your Web Browser's address bar or click to follow the link). When the page from Adobe opens, as shown below, scroll down to the yellow 'Download now' icon. Please note if you have a different version of the Windows operating system, you will have to left click on the 'Different language or operating system?' link (in blue). Most people are now running Windows XP, Vista or Windows 7.



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Adobe Reader



Adobe Reader 9.4 (38.52 MB)
Includes Adobe® AIR®

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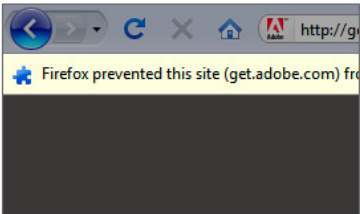
3) A screen illustrated below (or something similar) may appear depending on your security settings:

Home / Downloads /

Adobe Reader

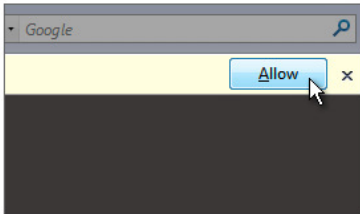
Depending on your security settings, you may encounter these steps:

STEP 1



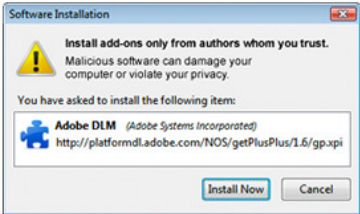
Wait for the information bar to appear.

STEP 2



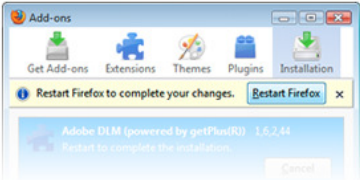
Click **Allow**.

STEP 3



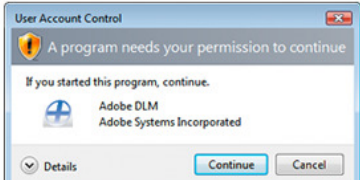
In the Software Installation dialog box, click **Install Now**.

STEP 4



In the Add-ons dialog box, click **Restart Firefox**.

STEP 5



Whenever the User Account Control dialog box appears, click **Continue**.

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There may be a security block on the download which is shown in your browser's task bar at the top of the browser page (see illustration above). You must click 'Allow' or 'Click here for options...' (if you are using Microsoft Explorer) to install the required files. Follow the steps as illustrated above.

A File Download Security Warning box should now appear - click 'Run' to install the file. It will then download and install automatically.



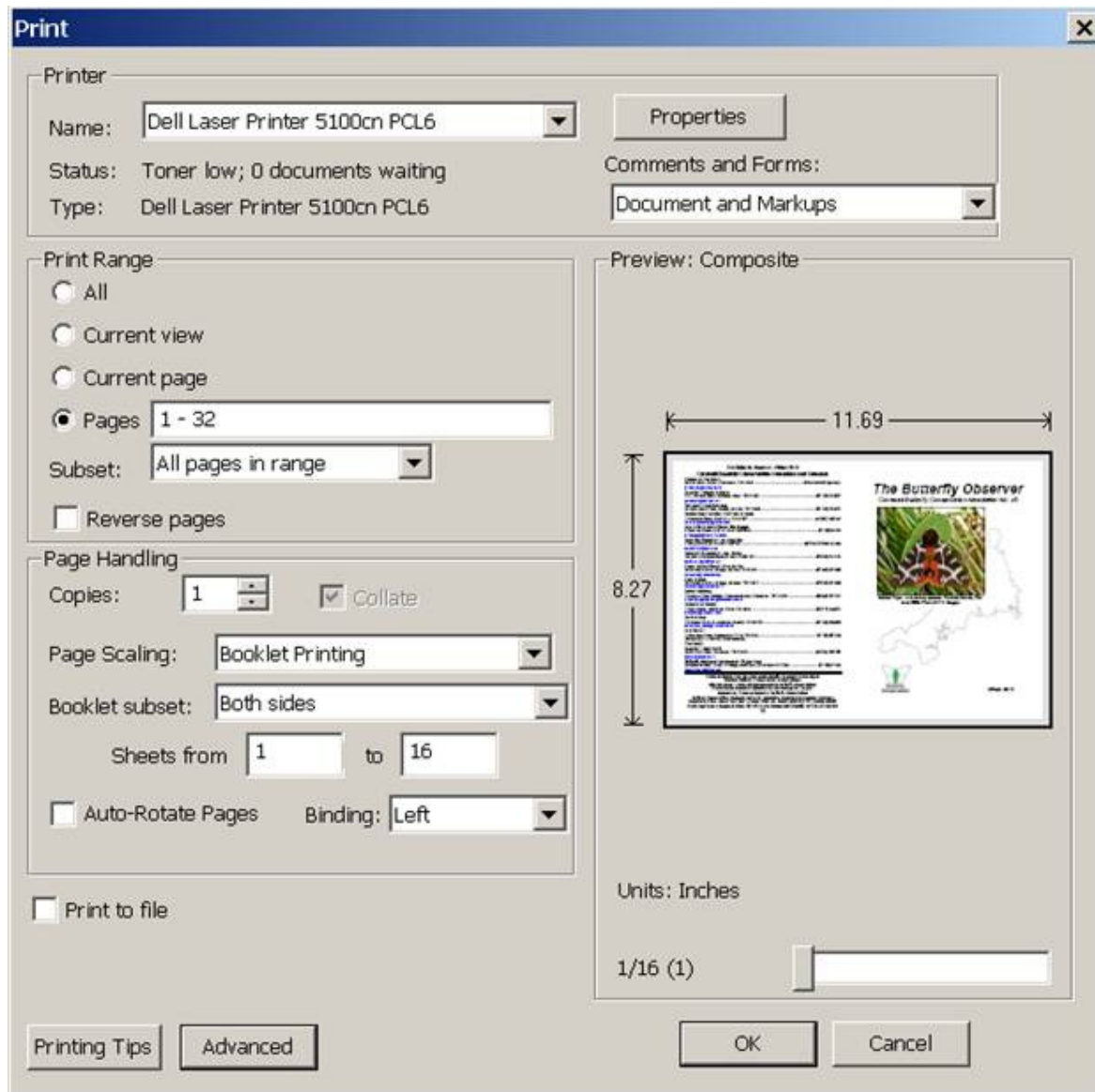
- 4) Carry out all the instructions as they appear including the 'click finish to exit this installation' requester.
- 5) When fully installed, copy and paste this link into your Web Browser's address bar or click on it to follow the link: http://www.cornwall-butterfly-conservation.org.uk/butterfly_news.php
- 6) Now scroll down to the links that point to the various issues of The Butterfly Observer and double left click on the appropriate file.
- 7) A Portable Document Format (pdf) file opens of the Butterfly Observer.
- 8) At the top of the page below the address bar, left click on the 'File' tab. (see illustration on page 4)
- 9) In the drop down box, left click on 'Print'.

Left click on 'File'

Left click on 'Print'



10) A Print dialogue box as shown below should appear:



Please note that the name of your printer will be different to that of mine in the illustration above.

- a) Make sure that in the '**Page Scaling:**' box you have '**Booklet Printing**' selected (use the down arrow at the right hand side of the box to scroll down to this selection).
- b) Also make sure you have '**Both sides**' selected in the '**Booklet subset:**' box.
- c) Select the '**Print Range**' pages by left clicking the 'radio' button and the '**subset:**' should have '**All pages in range**' selected.
- d) Make a note of the number of pages (in this illustration there are 32).
- e) In the '**Sheets from**' boxes you must type in 1 to16 i.e. half the total pages!
- f) Your printer must be set to double-sided printing. (If you do not know how to do this please consult your printer's software user guide to set this up). Printers are usually set to single-sided printing by default. If you are familiar with altering your printer's settings you can left click the printer's '**Properties**' box (see illustration on page 5) to setup your printer for double-sided printing with the paper size as A4 and portrait orientation – this is very important. Unfortunately very old printers do not support double-sided printing. A rough idea of how to do it in Windows is detailed next but is not exact because of the different versions of Windows and the way your personal preferences have been set. **It is not absolutely necessary to follow these next steps if you don't want to!**
- g) As a general guide, to set your printer for double-sided printing by default which saves paper, go into '**Control Panel**' (by left clicking 'Start') - you should see the '**Control Panel**' icon in the pop-up box (Windows XP must be set to 'start menu' not 'classic start menu'). In **Control Panel** (for Vista or Windows 7), double left click '**View devices and printers**' which is under the '**Hardware and Sound**' header. In Windows XP, click the '**Printer and Faxes**' icon (in classic view). In normal view, click the '**Printers and other Hardware**' icon and then under '**Pick a Task**' click '**View installed printers or fax printers**'.
- h) This should bring up a list (or icons) of printers loaded onto your computer. Find the icon that corresponds with the name and model of your printer (it must have a very small black-background tick against it showing it is your default device). Double left click this icon and in the printer's 'document queue' box, that pops up, left click on the word 'Printer' and then, in the drop down box, left click on the word '**Properties**'. The printer's **Properties** box then pops up. At the bottom, click on the '**Printing Preferences**' tab. In the next box, depending on the make of printer, you should find a tab called '**Page Layout**' or something similar. Find a reference to **2-sided printing, double-sided printing or duplex printing** and check the box. Please remember that you have now set your printer to double-sided printing by default. It is far better to set your printer to print duplex only once by following step 'f' above where it says 'left click the printer's '**Properties**' box etc.
- i) Finally, click the 'OK' box for your printer to print the booklet. Remember to turn the group of pages over when half are printed. Your print driver will bring up a pop-up box or a flashing icon in the task bar at the bottom of the screen with instructions on how to do it. (Which way round to turn the pages and how to put the pages back in the printer paper tray for the printer to print the other side).
- j) It is best to use fairly thick 90gsm paper to avoid 'print through'.

Although these instructions look long and complicated, it is surprising how easy it really is. I wish you every success!

Phil Boggis (CBC Moth Officer)