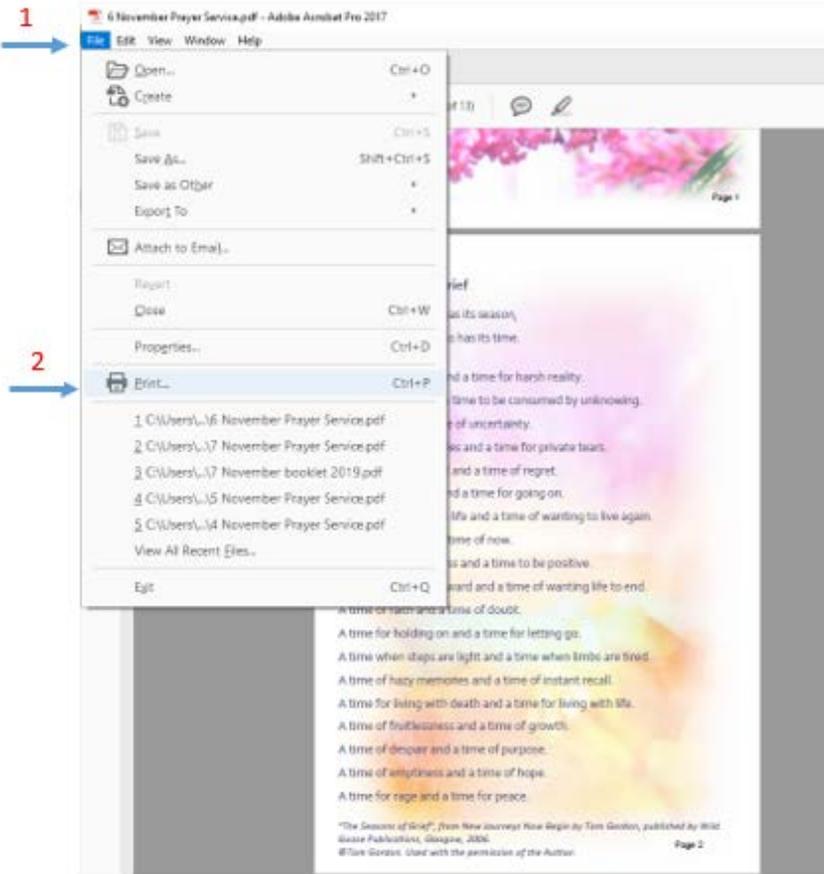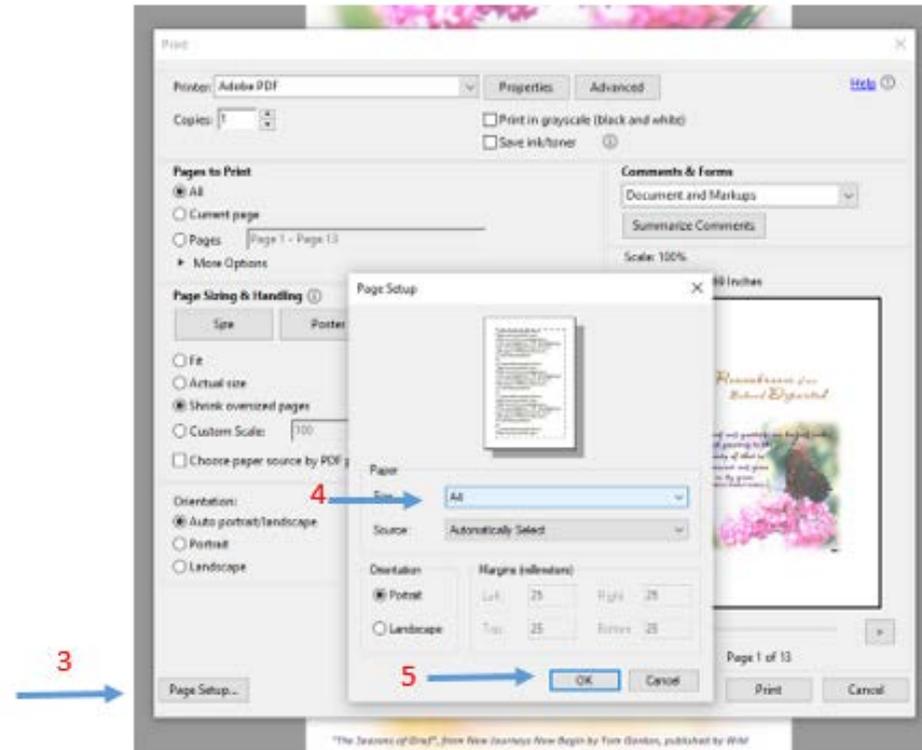# Open pdf

A) Click **File** (1) on top left-hand side of screen
click on **Print** (2)

B) Click on Page Setup (3) bottom left hand side,
check paper size (if size is *Letter*) (4)
click on drop down and select A4
and click OK (5)

c) Click on **Fit** (6)

if all other settings are correct e.g.

you are printing double sided or single

& number of copies (usually found in properties)

Click on **Print** (7)