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)

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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)

