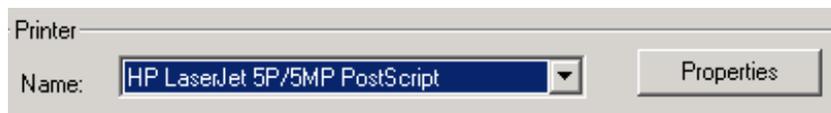**Tips for printing PDF files**

Here are some problems that may arise when printing the PDF files on certain printers, and some suggestions for solving the problems.
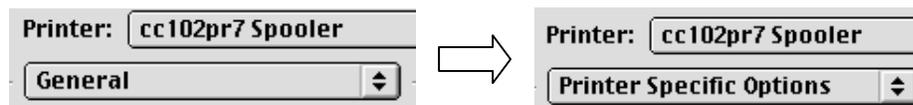
1. **The edges of the map don't print!**

    Every printer has margins at the edge of the page in which it can't print. If you are losing the edges of the map, the map's margins are smaller than your printer's margins. Most printers will allow you to reduce the size of your image so it will fit within the printer's margins. To do this ….

    a. **On a PC** -- On the Print dialog box, click on the button called "Properties", to the right of your printer's name. Here's an example:

    On a Macintosh – On the Print dialog box, change the setting called "General" (just below the printers name, on the left) to "Printer Specific Options":
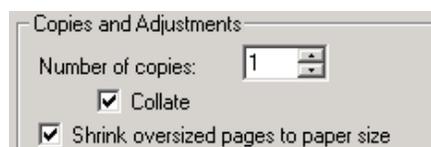

    b. Explore your print properties options – depending on your printer, there may be several tabs, or a button labeled "Advanced" or "More" that brings up additional options. Look for one of the following options:

    i.   "Fit to Page" – This will reduce the map size so that it fits within the dimensions that your printer can print.

    ii. "Scale to" -- If your printer has this option, experiment with scaling the document to less than 100% -- probably about 96% will do the job.

2. **Can I print the map a little larger?**

    Take a look at the options on the Adobe Acrobat Print menu. To make the map print larger,

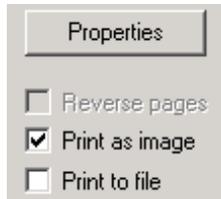   **In Acrobat Reader 5.0**, **uncheck** the box "Shrink oversized pages to paper size":

3. **The map I print looks fine, but when I photocopy it, the grey shades don't show clearly!**

   Grey areas are composed of a pattern of small black dots. When the dot pattern is very fine, some photocopy machines will not be able to reproduce them well. One way to work around this problem is to change the printer's resolution to a lower one than its default when you print the PDF file. To do this:

   a. From the Print menu, open your printer options dialogue box, as described in step "a" under question 1, above.

   b. Find an option for "Print Quality" or "Print Resolution".

   c. Change the setting to "300" or "300 dpi".

   d. Make a new print – grey areas should now have a coarser dot pattern that will photocopy better.

4. **The text doesn't look the same when I print it as it does on the screen!**
   To resolve this, simply choose the "Print as Image" option on the main Print dialog box (see illustration below).

5. **The file won't print at all!**

   If you should have this problem --- try printing the file as an image, as described in question 3 above. If that doesn't work – check out Adobe's troubleshooting tips on the web –

   For Windows-based machines: http://www.adobe.com/support/techdocs/150d6.htm

   For Macintoshes: http://www.adobe.com/support/techdocs/a9da.htm