



Tips for Printing

A PDF Portfolio file can be somewhat quirky when you try to print then all the sheets contained within it. It is recommended you follow the following steps when printing the entire project manual:

1. After opening the file, select the last sheet in the set
2. Hold the “Shift” key
3. Select the first sheet in the set. Please note that reversing the selection will result in the set being printed backwards.
4. Select “Print”
5. In the printing dialog box, make sure “Selected PDF Files”, “Auto Rotate”, and “Choose paper source by PDF size” are checked. Also make sure “Page Scaling” is set to none.

