## *Printing Legal Size Documents (8 ½ x 14) from Acrobat*

- ✓  ✓   DLGS documents are best viewed using Acrobat 5.0 or later.  To upgrade to the latest version click here.

- ✓  ✓   If you are having general problems printing any document from Acrobat, click here.

- ✓  ✓   Click here to download an upgraded version of Acrobat reader.

**To print legal size documents, continue here:**

1. 1.    To change the paper size for your printer, **DO NOT** click on the "File" menu at the top of the window and then select "Print".  Making paper size changes in that manner will not affect the paper size that Acrobat will use to print the document.  The paper size change must be made as specified below.


2. 2.    Within the Acrobat window and **immediately above the open document** you should see a row of Acrobat icons.  **Click on the printer icon**.  An Acrobat "Print" dialog box will open.

3. 3.    In the lower right hand portion of the dialog box you should see a picture of the first page of the document you have open.  The picture is labeled with the page dimensions (usually 8 ½ x 11 as that is the default).  If the document you want to print is 8 ½ x 14 (such as most of the LGS budget documents) you will need to change that picture so it shows the 8 ½ x 14 dimensions.  Do the following:

    a. a.    Find the top of the Acrobat print dialog box where the name of your printer is shown.  Immediately to the right of the printer name should be a "Properties" button.  **Click the properties button**.

    b. **b.**    What you see now will depend on your printer.  However, somewhere within the now open printer properties dialog box you will find a place that will allow you to **change the paper size from "Letter" to "Legal."**

      > For example:  you may see one or more tabs at the top of the dialog box.  One of the tabs will provide access to your paper size settings.  On most dialog boxes the paper size settings will be accessed via a button near the bottom of the box labeled "Advanced."  Click it, find the paper size selection (you may have to click on a plus sign along the left side of the box to open the paper size selections) and select "legal" or "8 ½ x 14" as your paper size.

    c. c.    **Click "OK"** until you are back at the "Print" dialog box.  **Click "OK"** one last time and the document should print correctly.

4. 4.    To go back to letter size documents, go through the process again, and click letter.

## *General Acrobat Printing Problems*

1. 1.    Please make sure that you have at *least* Adobe Acrobat Reader 5.0 installed on your PC and that it is operating correctly.  The latest version of Acrobat Reader is available at http://www.adobe.com/products/acrobat/readstep2.html .  Just follow the directions on your screen and save the file to your desktop.  You can install it from there by double clicking on the saved icon.

2. 2.    It is usually best to **close all open programs** and to **disable any anti-virus program** that is running **before you double click on the Acrobat installation** icon.

    - •    Anti-virus programs running in the background on stand-alone PC's can usually be disabled by right clicking on the anti-virus icon in the taskbar at the lower right of your desktop screen and selecting "disable."

    - •    On networked PC's you may be unable to disable the anti-virus program.  If that is the case, you may want to contact your network person or, you can try to run the install program anyway.  Usually there should not be a problem but the choice is yours.

3. 3.    Once the most recent version of Acrobat Reader is functional on your pc, in your web browser double click on the "pdf" file you wish to print.  It will open in Acrobat Reader.