

## General Instructions

Download Adobe Acrobat Reader from here:

<https://get.adobe.com/uk/reader/>

Download the PDF files by right clicking them and selecting "Save Link/Target As". Save each file to your computer.

Preferably you will have access to a printer that does 2-sided (duplex) printing. If you do not have access to a 2-sided printer, you can print each page individually and glue them together.

The settings below have been tested in Adobe Acrobat Reader on both a PC and Mac. Please note that all printers vary so these instructions may not work for every scenario. Please speak to your printer manufacturer if you are having difficulties. Alternatively these items are available to purchase from HARP for £3. Please email [sleepout@harp-southend.org.uk](mailto:sleepout@harp-southend.org.uk) if you would like to buy them.

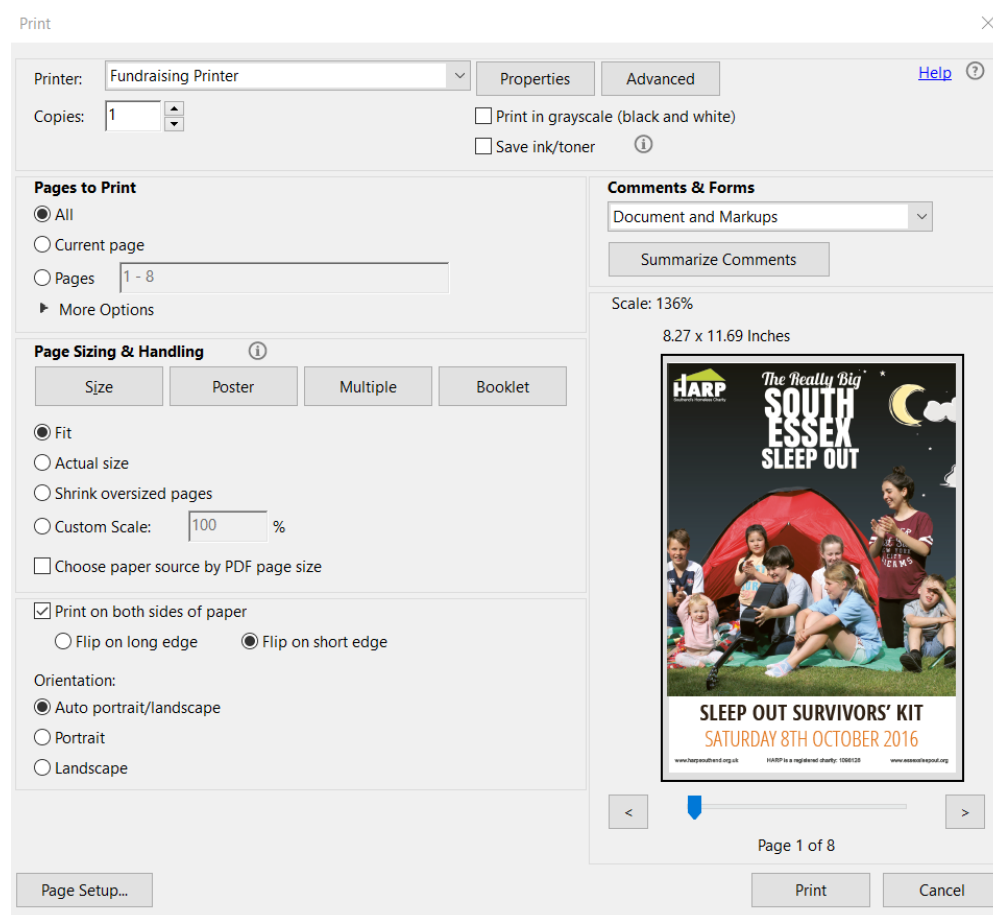
## Sleep Out Survivors' Kit

This is an 8 page A5 booklet.

Once saved to your computer using the instructions under General Instructions, open the file in Adobe Acrobat Reader.

Select File > Print

A dialogue box similar to this should display:



Then click the “Booklet” button and copy these settings:

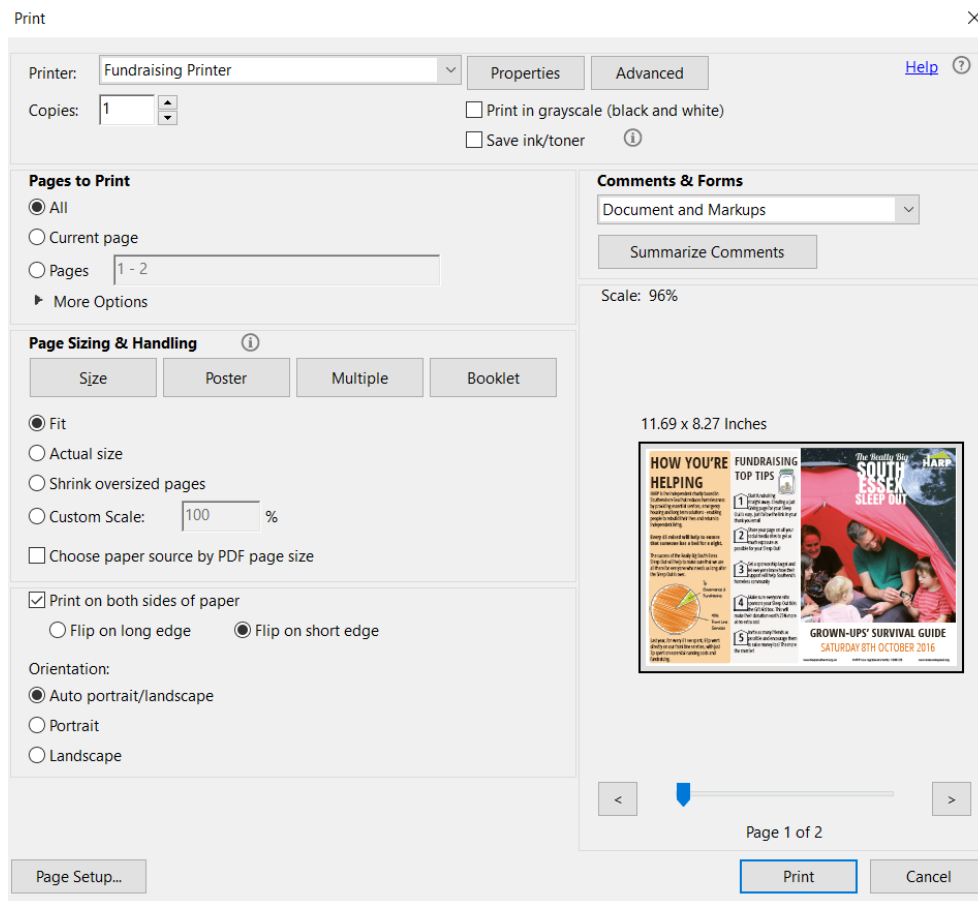
Then click the “Print” button.

Fold each sheet in the centre to create the booklet.

This is an 4 page A5 booklet, printed as a two sided A4 sheet and folded.

Select File > Print

A dialogue box similar to this should display:



Click the “Size” button and copy the settings from the above image. The key setting here is “flip on the **short** edge”.

Then click the “Print” button.

Your printer should now print out the booklet in the correct order.

Fold each sheet in the centre to create the booklet.

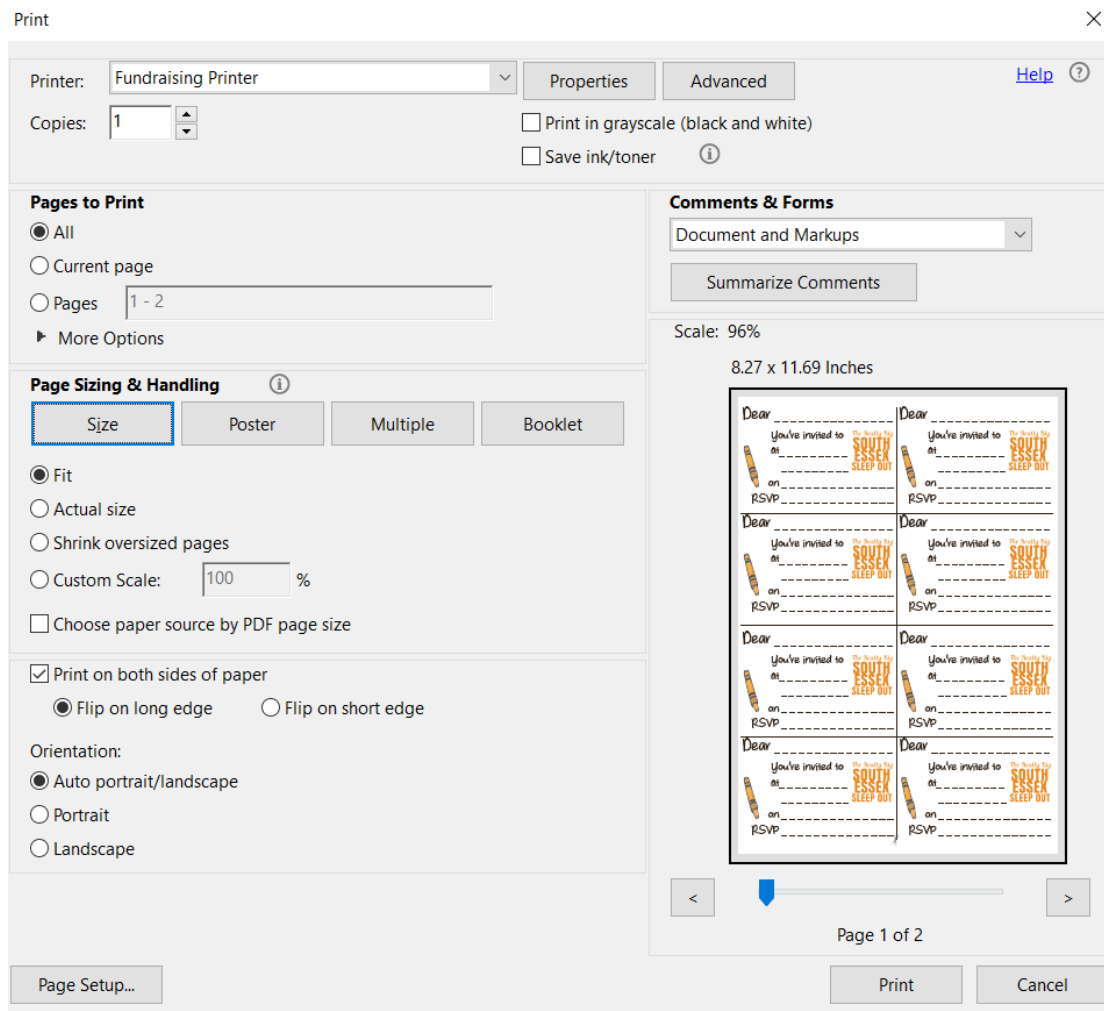
## Invites

This is a single A4 two-sided sheet.

Once saved to your computer using the instructions under General Instructions, open the file in Adobe Acrobat Reader.

Select File > Print

A dialogue box similar to this should display:



Click the “Size” button and copy the settings from the above image. The key setting here is “flip on the **long** edge”.

Then click the “Print” button.

Cut out each invite to give to friends and family.

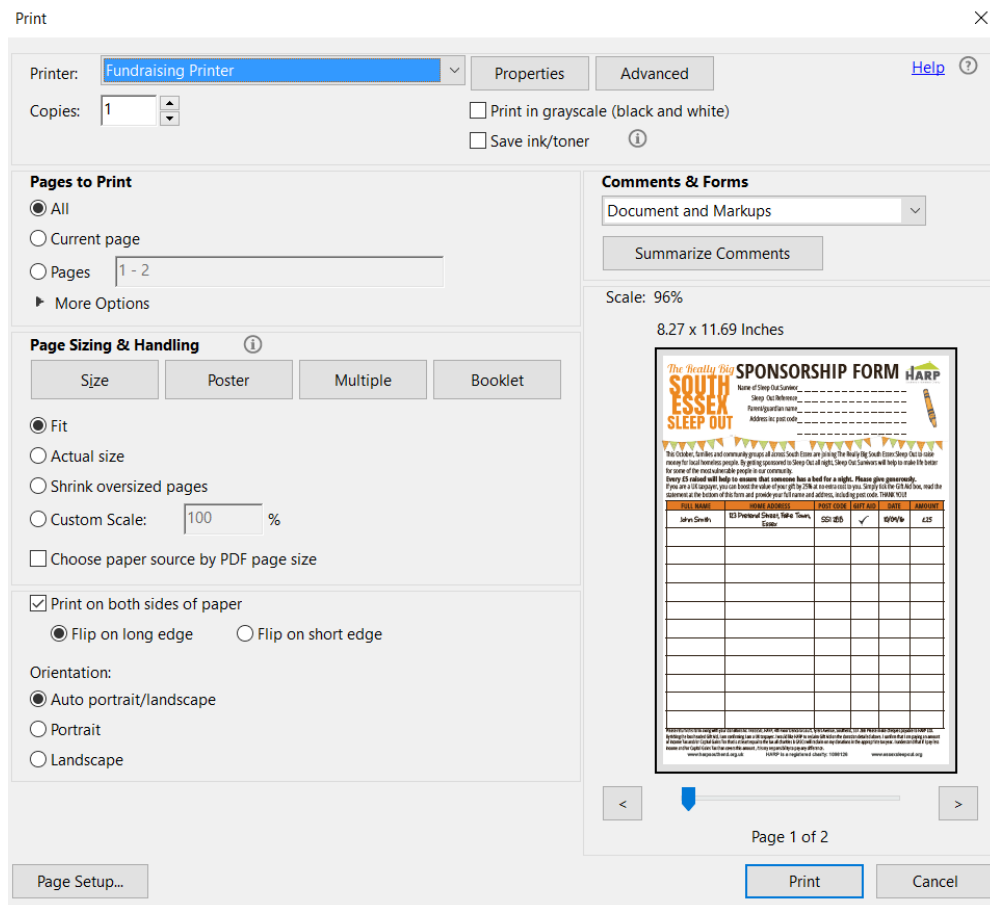
## Sponsorship Form

This is a single A4 two-sided sheet.

Once saved to your computer using the instructions under General Instructions, open the file in Adobe Acrobat Reader.

Select File > Print

A dialogue box similar to this should display:



Click the “Size” button and copy the settings from the above image. The key setting here is “flip on the **long** edge”.

Then click the “Print” button.

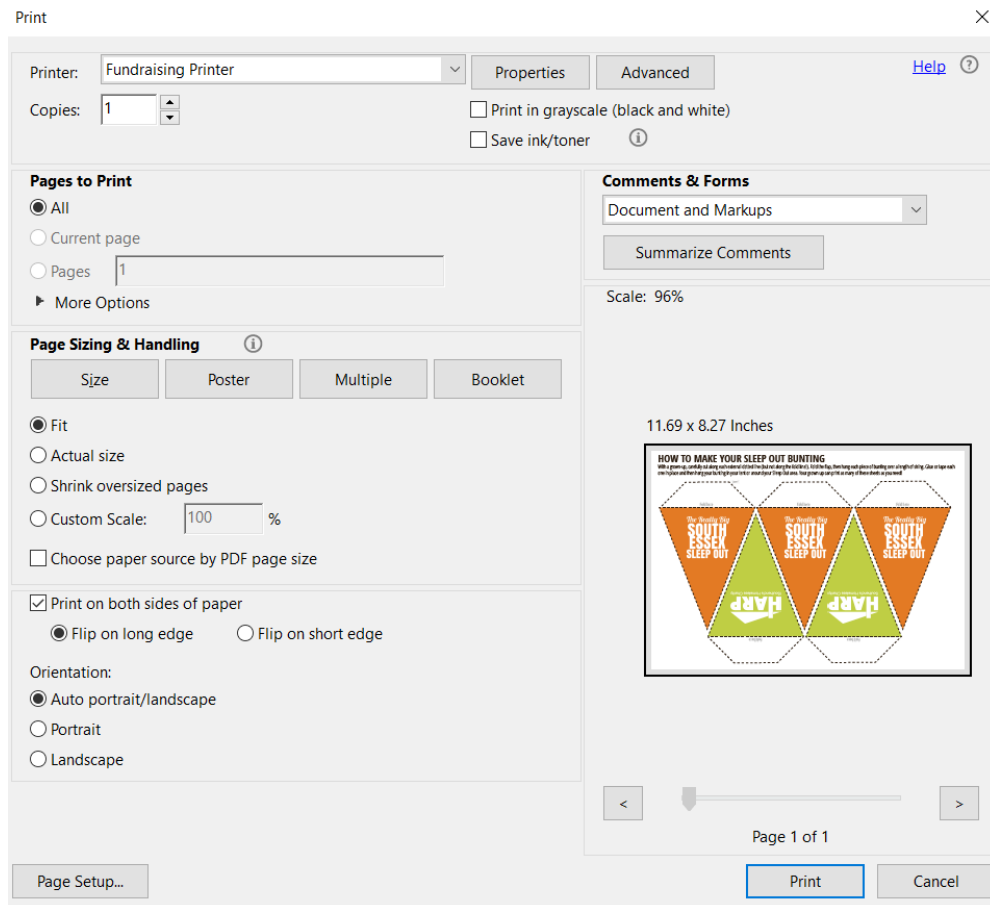
## Bunting

This is a single A4 sheet, one sided.

Once saved to your computer using the instructions under General Instructions, open the file in Adobe Acrobat Reader.

Select File > Print

A dialogue box similar to this should display:



Click the “Size” button and copy the settings from the above image. The two-sides settings and flip on edge settings are irrelevant as this is a one-sided document.

Then click the “Print” button.

Cut out and crate your bunting following the instructions on the sheet.