

Printing

It's tough to give specific guidance for printing because everyone has a different computer and printer setup. Below is some general advice to solve the most common problems that we encounter.

Saving

Before you print, download and save the file to your computer. If you plan to have the files printed at a print shop, simply save them to a portable USB drive. Always keep a safe copy at home, though.

Adobe Software

You will need some version of Adobe Acrobat to view and print your document. You can download a free version of [Adobe Reader](#). For better results and control over your document, we recommend [Adobe Acrobat Pro DC](#). With the pro version you can duplicate pages and delete any pages that you do not think you will use. You can also rearrange pages in a way that may be better suited to how you like to plan. It does require a monthly subscription, however.

Online Editing

There are a few websites that offer limited PDF editing tools. [SmallPDF](#) is a great site to delete extra pages, add text, or merge two or more planners into one document. This can be great if you want to combine everything into one mega planner and only print once.

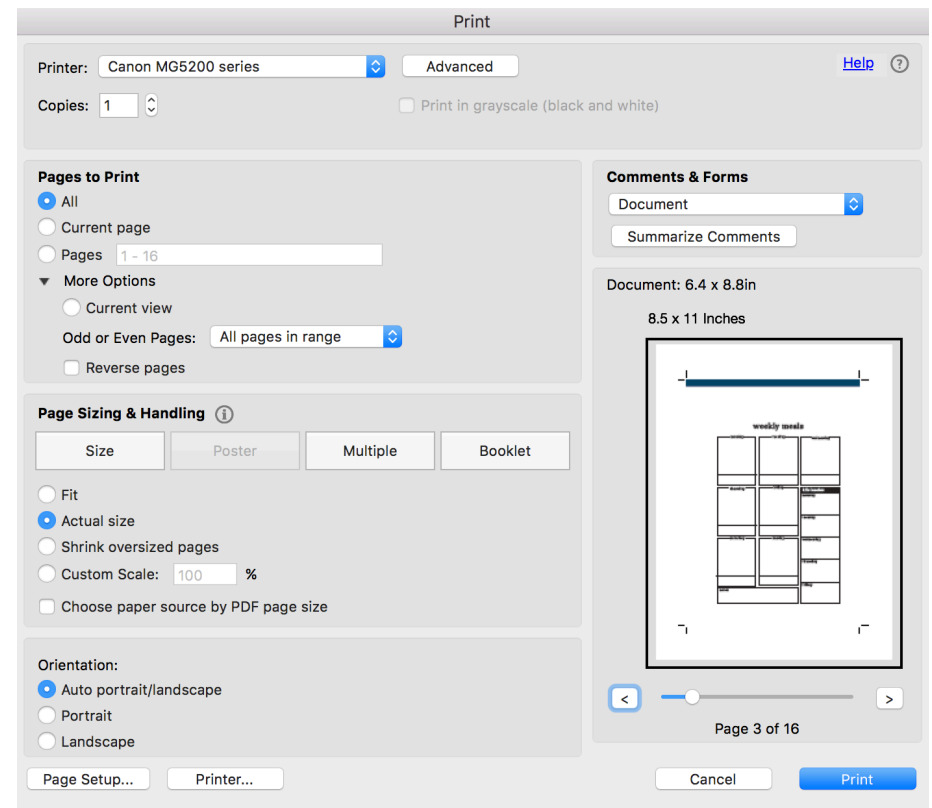
Test Print

Before you print 100+ pages, please run a test print of 1 or 2 pages to be sure that you like the page size and have the correct settings.

Printer Settings

Below are general printer settings to use as a guide.

- Make sure Actual Size is checked, especially if printing A5 or Mini Binder.
- Choose Auto portrait/landscape.
- To print in Duplex (front to back), change the settings in the Advanced button.



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Double Sided

There are two ways to get your pages to print front to back (duplex).

1. If you are printing on a large copier, chances are good that you can select 2 Sided from the printer dialog to print duplex. It usually called right to left or 2 sided or duplex.
2. If you want to print 2 sided at home, you can still easily accomplish it with a few extra steps.
 - Orientation and Page size will be the same (Auto and Actual Size).
 - Under Pages to Print, More Options, select Odd Pages Only. Print out the entire planner starting with page 1.
 - Now, put the stack of paper back in the printer without re-arranging, taking care to place the papers face down or face up (depending on your specific printer guidelines, so that the blank side will be printed on.
 - Go to File, then Print again.
 - This time, select Even Pages Only under Pages to Print, and check the box next to Reverse.
 - This will print beginning on the last even page of the planner, which is awesome because when you loaded your paper in the printer, you left the last odd page on top.

I highly recommend doing a test of this before printing the whole planner!

Print Shop

Taking the file to a print shop or your local office supply store may be a more expensive option than printing at home, but it could save you in the long run by avoiding costly printing errors. The print quality of the finished planner is also often better than most home printers can offer, especially in our gold themed planners.

Margins

Most of our planners are designed with a margin wide enough for a three hold punch along the side.

To adjust the margin on a letter sized document, you can play with the image size. Change from 100% to 96% for a wider margin, and from 100% to 104% for a narrower margin.