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Instructions on DOWNLOADING, SAVING AND PRINTING YOUR PDF FILES

Thank you and Congratulations on your purchase. We hope you'll find our Backyard Cottage Material useful in providing you and your family with a beautiful and functional backyard addition. Please feel free to give us a call or send an e-mail to let us know how your Project is progressing. If you'd like, you can add pictures or comments about your Project on our [Facebook Page](#).

To Get You Started:

We have outlined below the basic procedures which will allow you to use your purchased material. These general instructions deal only with basic file functions which allow you to download, open, save and print your purchase. The details of how to use the various Plans, Estimates and Building Information Material are contained in the download included with each individual item.

Downloading Your Purchase:

Immediately after completing your purchase from our "Website Shopping Cart", the site will direct you to a "Confirmation Screen" which acknowledges your purchase and which provides a link to your "Personal File Download List". The Link, in blue lettering, will be located in the upper left corner of the screen.

Click on the Blue Link and a new screen labeled "File Download" will appear that contains all of your Instruction files, Building Plans and Pricing Materials. Just click on the "Download" button next to each item and your computer should ask you where you want to store the file. Find a convenient folder on your computer, click "Save", and the file will be downloaded to your computer. Continue the same procedure with each file purchased.

In addition to this downloading opportunity you will have access to all your files for the next 30 days by simply clicking on a link that we will send to you via e-mail. If you have problems downloading your files or you happen to erase them unexpectedly, you can download each file 3 separate times.

We caution that the download page also has a button labeled "Download All" which is a bit more troublesome to use. So we recommend that you just click on the "Download" button next to each of the separate files and download them separately.

Viewing Your Documents:

Once you've downloaded everything, you're ready to get started. Assuming you already have "Adobe Acrobat" on your computer, you just need to double click on the file(s) contained in your download(s) and the file should open in PDF format.

If don't already have "Acrobat" on your computer, you can install a free version of the program by going to the Adobe website noted below and following the simple directions for adding it to your computer:

<https://acrobat.adobe.com/us/en/products/pdf-reader.html>

Saving Your Downloads:

Once you have your downloaded files up on your monitor, it's a good idea to immediately make a back-up copy to a thumb drive or the Cloud.

You can save a PDF copy to any drive attached to your computer by simply using the standard menu at the very top left corner of the Adobe Acrobat window. Just select "*File*" then "*Save As*" on the dropdown menu. Select "*PDF*" from the drop down menu and Acrobat will display your computer's directory. Just choose a folder and a name for your file and press the button labeled "*Save*" in the lower right hand corner and your file is saved. Again, all your files will remain accessible via the link on our e-mail for 30 days. If you lose a PDF file or need a copy after 30 days, call us for instructions on how to get another copy.

Printing your Downloads:*(The procedure will vary based on what you've ordered)***Letter Sized Printing**

Letter sized forms are printed just like any standard PDF document. However, you probably will want to make a few adjustments in the "*Print*" window. First, make sure the "*Reverse Pages*" option is correctly set for your printer so pages paginate in the correct order. Second, set the "*Orientation*" to "*Auto portrait/landscape*" so the pages adjust to Portrait or Landscape orientations without cropping.

Blueprint Size Printing

All of our "*Building Plan Sets*" are formatted in the construction industry standard size of 24" x 36" (Paper size "*D*"). You can print our drawings from your desktop printer at letter or ledger size, however it will be very difficult to read, if not printed at the full 24" x 36" dimensions. Since most people do not have direct access to a large format printer, you'll probably need to order them directly from a local large-format printing company. We recommend you search in the Yellow Pages or online for a printer who advertises graphic reproduction services to architects and engineers. These specialized printers will normally be listed under "Blueprints". Another alternative is to use an office supply store like "Staples" or "Office Depot". However, you'll normally find office supply stores to be more expensive and less familiar with construction "blueprinting" than printers providing services specifically to architects and engineers.

Large Format Color Printing – If you have ordered a "*Building Plan Set*" from us, you will notice that the Plan Set came with one drawing that shows a number of perspective views of your completed cottage in full color. This "*Rendering Page*" is provided to allow the purchaser to gain some feel for the look and proportions of the completed Cottage. You will probably want to print at least one full color copy for your use to show your friends, family, local Planning Department or the contractors who will be working on the Project.

You should note that full color, 24" x 36" copies may cost 20 times more than black and white copies. So you will not want to include a color print with every set of drawings you hand out. The full color "*Rendering Page*" is not considered part of the "*Building Plan Set*". The building department will not need a full color drawing of your cottage for permitting.

Sending your Files to a Printing Company - To prepare your files for printing by a professional printer, you can simply attach the original PDF files to an e-mail and send them to the blueprinter's e-mail address. Before sending the files, we suggest you should call the company and ask for pricing and account set-up details. The following is a list of the information you'll want to send in an e-mail with your files:

- 1) How many sets of plans you want to purchase,
- 2) Specify that you want the sets printed in 24" x 36" black and white on 20 lb bond,
- 3) Explain that the full color "Rendering Page" is not to be included in the printed sets,
- 4) You will want the Plan Sets "Bound and Stapled",
- 5) Ask that the sets be printed at "Full Scale".

The printer will take it from there. If you prefer to order the plans face-to-face, you can copy the PDF files to a "Memory Stick" or "Flash Drive" and hand the loaded drive to the printer. Just remember to give them the information noted above.

Have fun with your Project and remember to let us know how you're doing.



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