

## **PLEASE READ THIS GUIDE** **BEFORE ANY OVER-PRINTING**

Thank you for purchasing the Ideas4ADIs Pupil Handouts. We hope they will assist your pupils in preparing and revising for their lessons and help their knowledge and understanding of the subjects covered. We would also hope that you, the instructor, will find that the handouts enhance your lessons and your professional image.

Your Ideas4ADIs Pupil Handouts have been designed to allow you to personalise, if you wish, each handout with your name, school logo, services and contact details. The space provided in the bottom left hand corner of each sheet is standard business card size. This means you can simply transfer your business card details, or enter new details, onto the handouts so they become an effective advertising tool.

Save a copy of the Pupil Handout Template document to a folder on your computer. Opening the template document will instantly create a new Word document. The text box on this page **must not be moved or resized**. Use this new Word document to input and save your new details. Use this new document each time you wish to overprint your handouts. If a mistake is made, you should return to the original template document.

If you wish to use just text in the details box, simply over-type the existing text in the box. You can change the size, colour and font type provided it doesn't exceed the text box.

If you wish to insert your logo or a graphic image of your business card then you need to ensure MS Word will support the type of graphic. You don't need a separate graphics filter installed to insert Enhanced Metafile (.emf), Joint Photographic Experts Group (.jpg), Portable Network Graphics (.png), Windows Bitmap (.bmp, .rle, .dib), GIF (.gif), and Windows Metafile (.wmf) graphics. However, you do need a graphics filter installed to insert all other graphics file formats. For more information on file formats and resizing a graphic use the Word help menu.

### Printing

You must ensure that the handout sheets are fed into the printer the correct way. Illustrated below are the two main types of printer paper feeders and details of how you should insert your handout sheets. We recommend you print a test page to ensure the page is fed correctly. Write TOP and BOTTOM on a blank sheet of paper and print off your new template page.

