

How to Print All or Selected Area of Shpiel Document

The path to print selected pages depends on what Internet Browser and computer Operating System you are using.

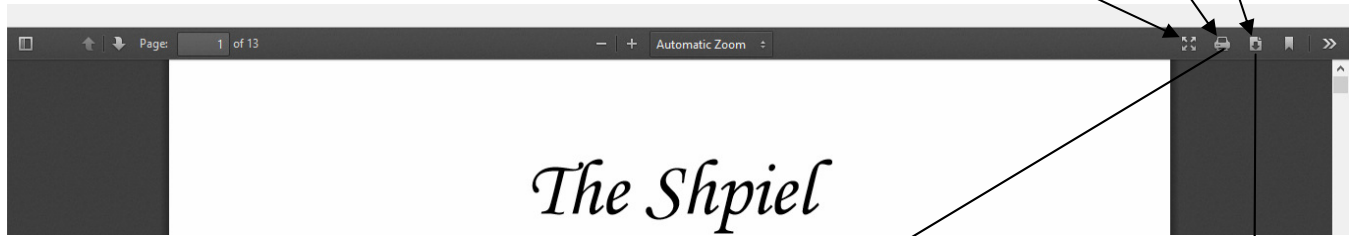
Browser = Firefox, Operating System = Windows 7 and 8

Across the top of the displayed page is a “task bar” with several useful options:

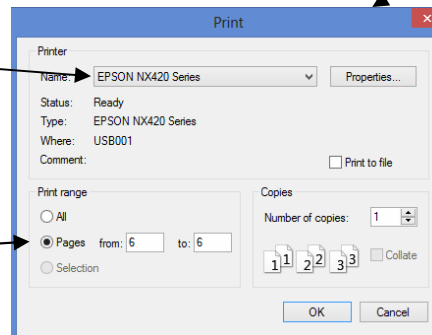
If you want to download The Shpiel to your computer, click on the “Download” icon

If you want to print one or more pages of The Shpiel, click on the “Printer” icon

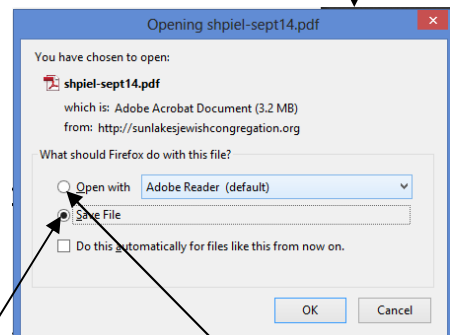
If you want to see the entire page on your screen, click on the “Fit” icon



Your printer



In this example, only page 6 has been requested to print
Click OK.



To save the Shpiel (pdf file) to your computer, either

- Click OK (the **Save File** button is the default choice)
Download is complete once you have specified the folder in which to save it
- Or choose **Open with Adobe Reader** (pdf) if you will want to print only a fraction of a page to save ink (following instructions on next page)

Browser = Google Chrome, Operating System = Windows 7 and 8

After Shpiel displays, move cursor to right lower corner of screen.

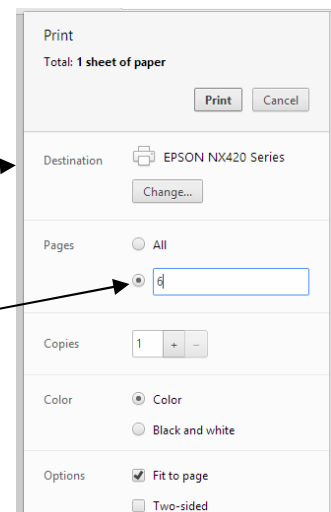
Then a short tool bar appears:



Click on printer icon

A print control window then opens. Specify printer and page(s) to print.

Example: To print only page 6



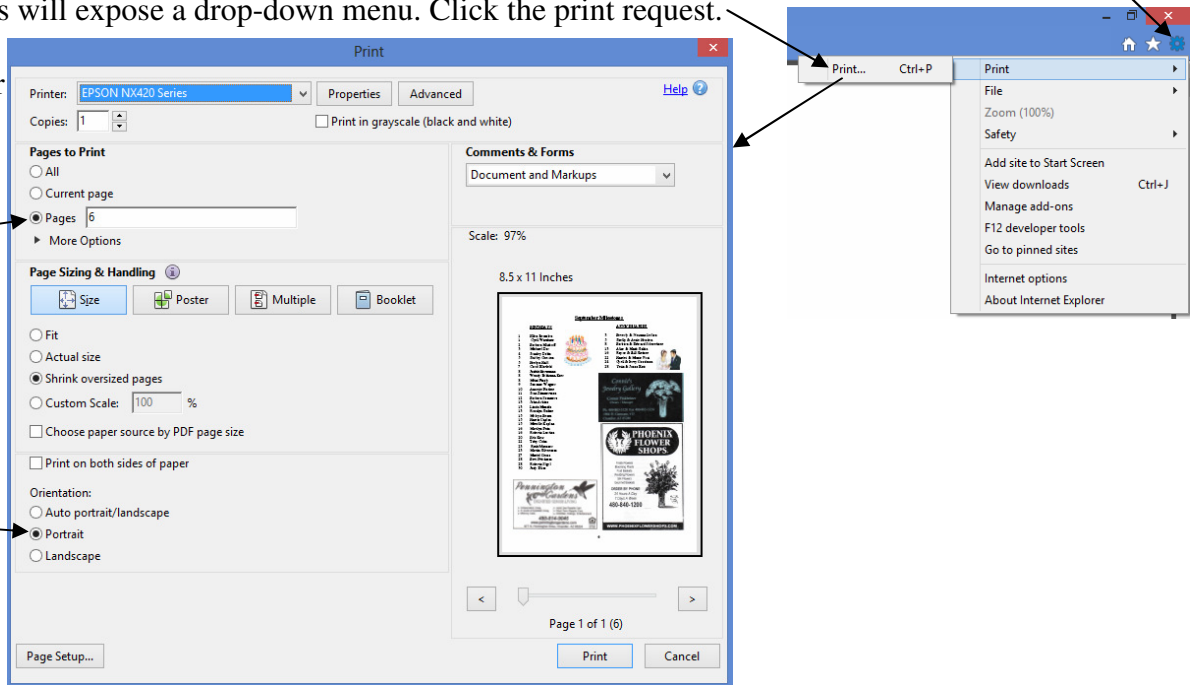
Browser = Internet Explorer, Operating System = Windows 7 and 8

If you open the email announcement using Internet Explorer, then click the rightmost icon on the top toolbar. This will expose a drop-down menu. Click the print request.

Your printer

Print only page 6

Specify Portrait



For Computer-Savy People:

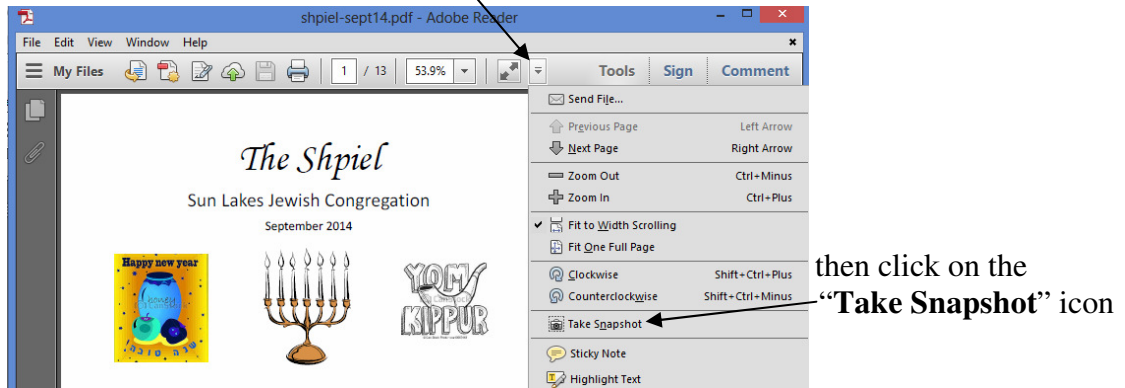
If you have downloaded The Shpiel with Adobe Reader, you can print any fraction of a page in order to save ink, using the following steps:

- 1) Activate the “Snapshot” tool:

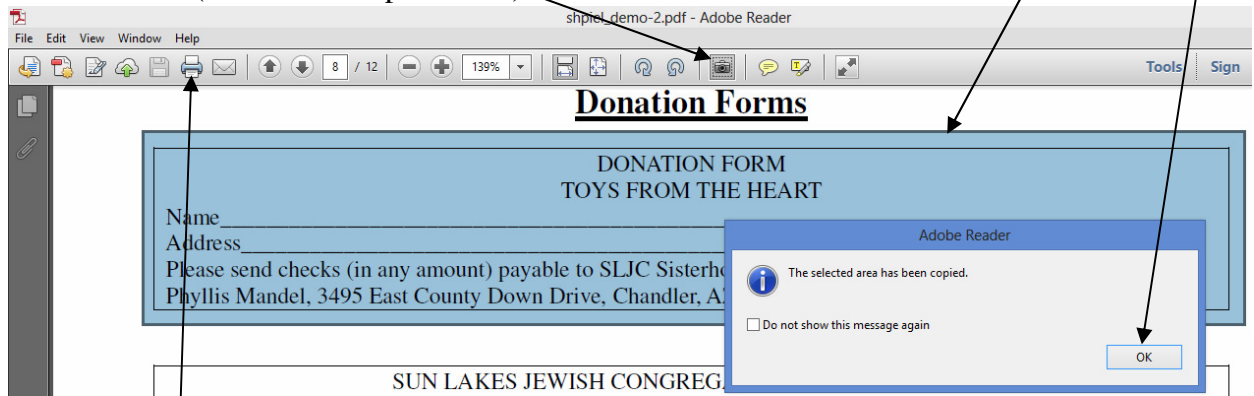
On earlier versions of Adobe, the “Snapshot” tool (camera surrounded by a dashed box) is often shown on the task bar above the displayed page (see Step 2 below).

On newer versions of Adobe, you must find it:

On **Windows 8**: Click on the option icon



- 2) “Click and drag” to highlight desired area to be printed (e.g. “Donation Form” below). Click OK.
(Activated Snapshot tool)



- 3) Click “printer” icon.
- 4) In the resulting drop-down menu, make sure your printer is chosen, and click button further down for “**Portrait**” orientation. Your “Selected Graphics” has automatically been selected.
- 5) Click **Print**.
- 6) Save the complete PDF version of The Shpiel if desired, then exit by choosing FILE/EXIT.