Printing Notes

Printing PDF File:

When Printing either **“Stella Fella Campaign White Ribbon Portrait.pdf”** or **“Stella Fella Campaign Landscape.pdf”**

1. Select **File>Print**
2. If printing in **A3** size paper select the option **Actual Size** and print
3. If printing in **A4** size paper select the option **Custom Scale** and enter **71%** and print

Printing Given Word Templates

When printing either **“Stella Fella Campaign White Ribbon Portrait A4.docx”** or **“Stella Fella Campaign Landscape A4.docx”**

* A textbox near the footer of either file is placed with the appropriate formatting for you to place the details of the event at your school
* You may need to adjust the font size, however changing the textbox height or position is not recommended since it may end up being cut when printing
* These are A4 sized documents
* If you wish to print these files in A3 **size, you may need to save the document as a pdf and then print at A3 scale**
* **NOTE:** the poster will appear faded when opening with word, however when printing, it will print without that faded effect
  + You do not need to make any changes if you notice that faded effect
* The files with **“.png”** at the end are image versions for your convenience

*Thank you for supporting this great cause!*