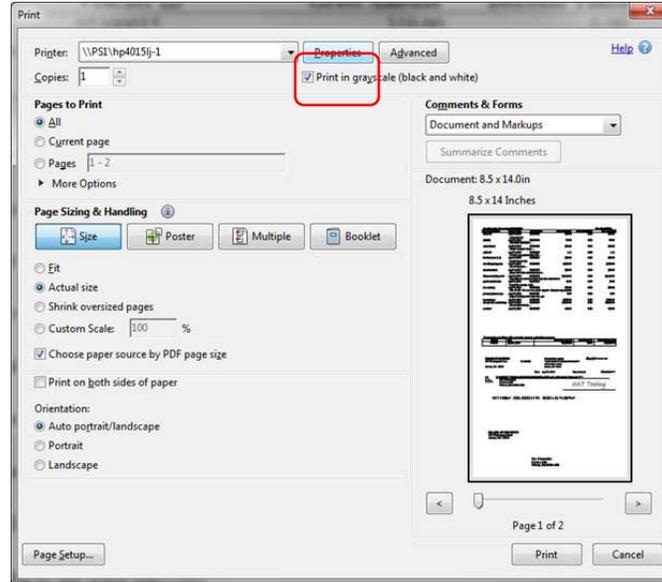
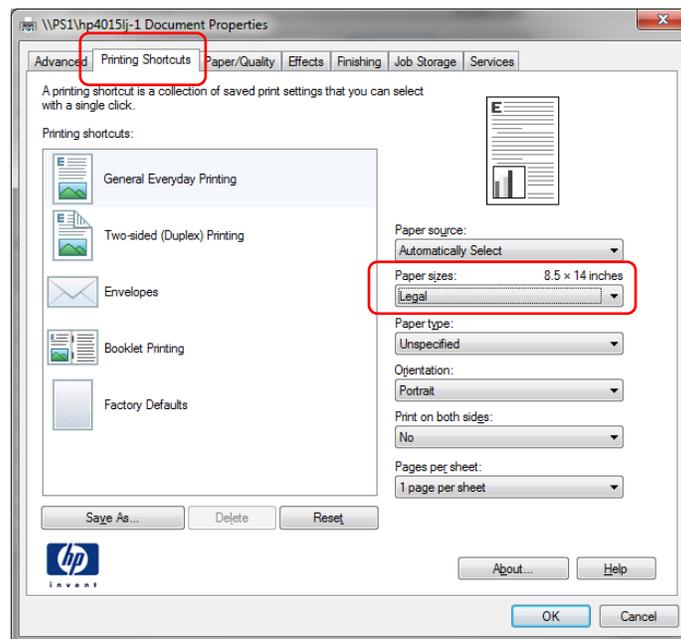


## CHECK PRINTING AT 103% IN ADOBE

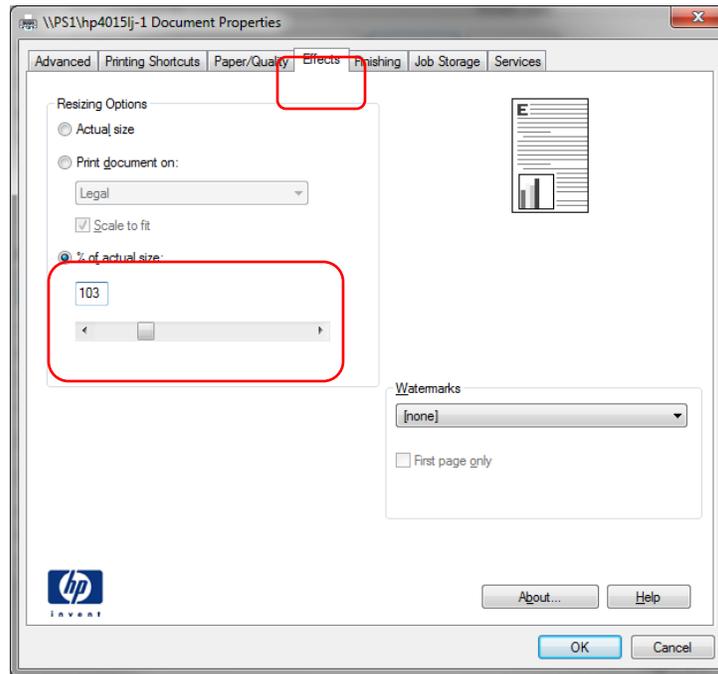
1. Once you have selected Print, Click on Properties.



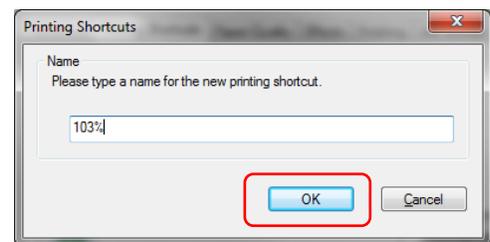
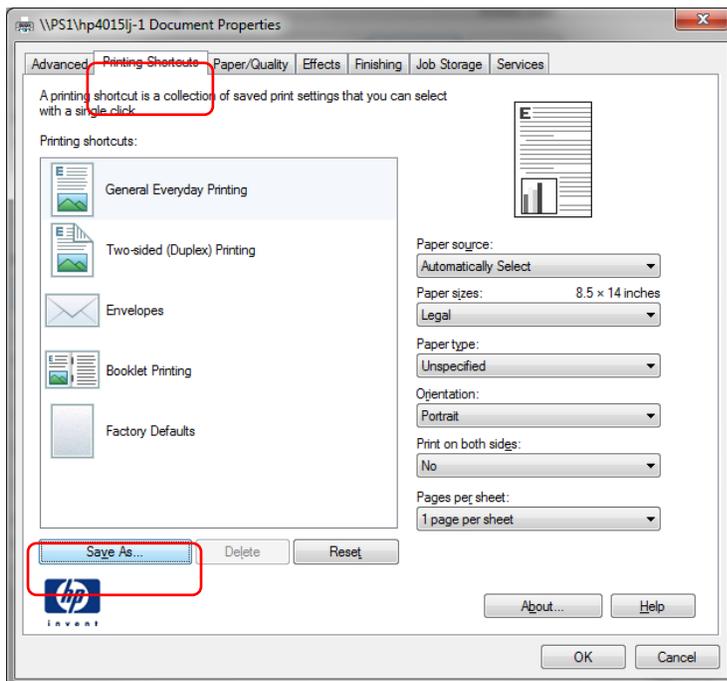
2. Select Printing Shortcuts and change the paper size from letter to legal. Click Save As.



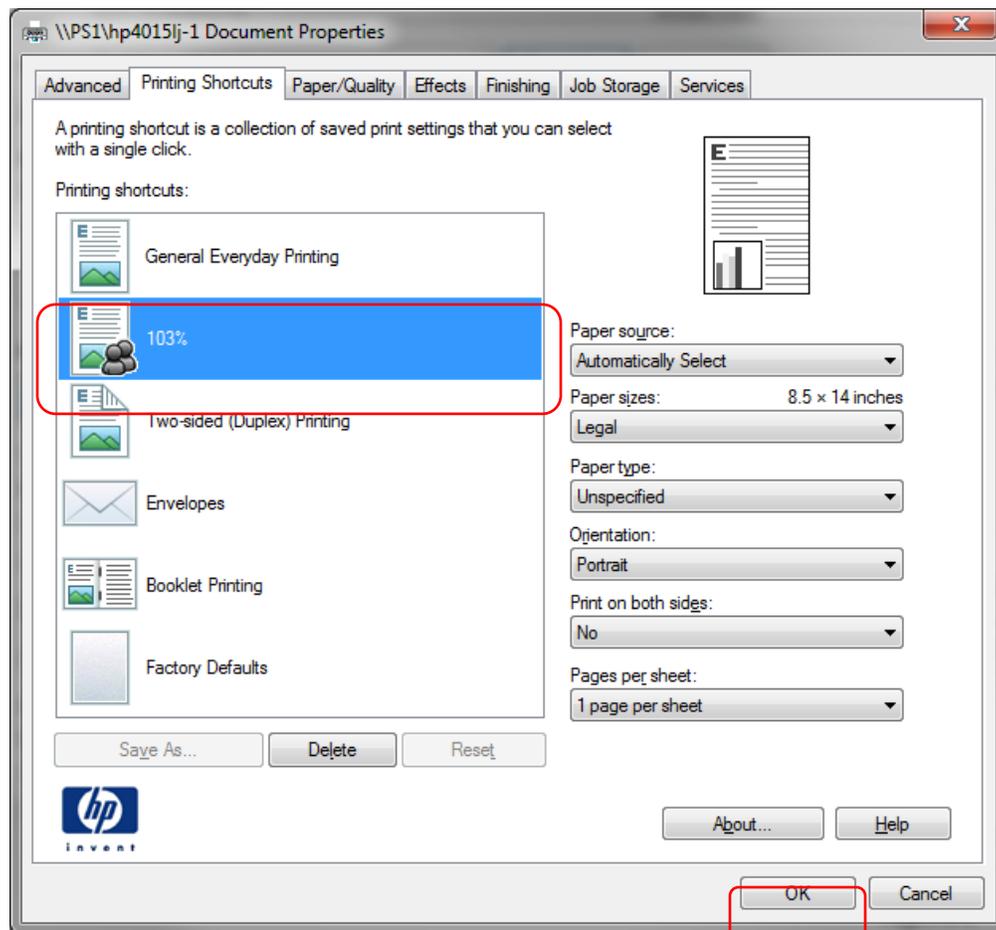
3. Select the Effects tab. Change the % of Actual Size from 100% to 103%.



4. Select the Printing Shortcuts tab again. Click the Save As button. Type in a name for your new printing shortcut and click OK.



5. The new shortcut will appear. Click OK.



To change back to regular printing, select the Properties tab and click General Everyday Printing. This will revert to printing at 100%.