Information & FAQs

This guide has information on how to unzip the files, what software I recommend, how to use the files on your iPad/tablet, borderless printing information, troubleshooting and contact details if you need further assistance.

Index

How to unzip files

Most computers come with built-in software to unzip files. If yours doesn't you will need to download a program such as WinRar, WinZip or 7zip. You can also read my blog post on how to open zip files on Windows or Macs.

On Windows

Begin by finding the folder your zip file is in. Right-click on the zip file and select Extract all in the context menu.

This will open up a pop up that asks you to select the location on your computer you want to extract the contents of the zip file to. Once you have selected a location, simply click Extract. Your zip file's content will now be extracted to the location you selected.

On a Mac

Opening zip files on a Mac is even easier than on a PC.

On a Mac, simply double-click the zipped file. This will create an unzipped folder with all of the files in it, in the same location as the zipped file.

If for example your zip file is in the Downloads folder, the unzipped folder will be created there. You can then move it to another location if you want.

On a Mobile device

You might need to download an app to your phone or tablet in order to be able to unzip files. On Apple devices, the Files app can unzip files and on Android the Files by Google app or ZArchiver would work.

Check out my blog post on How to unzip files for more information.

Recommended software

I highly recommend using the <u>free Adobe Reader</u>. It's what I test the files in, so I know the files work well in it. Make sure to keep Adobe Reader up to date, as older versions might not work as well. To check for updates, go to the Help menu, then Check for updates.

Fillable form fields

The fillable form fields will usually be highlighted in blue when you open the file. This highlight colour won't show when you print the form. Just click inside one of the fields and start typing. For checkboxes click once to add a tick mark, and click again to remove it. Clickable star ratings work the same way. Click once to fill the star and click again to set it back to empty.

Unfortunately it's not possible to change the font used in the form fields. It's set to black text colour and will auto-size based on how much text is added to the field.

How to save the form

When you've added some text to your document and want to save it, go to **File > Save as...** Pick a folder on your computer and then give the file a name and click Save.

Can I use it on my iPad?

Yes! You can import the PDFs into your note taking app of choice. Personally I use GoodNotes.

If you downloaded it to your device you can import it straight into your app. If you downloaded it to your computer you will need to move it to your device; the easiest way is to add it to a file sharing service like Dropbox, iCloud or Google Drive. Make sure you have the corresponding app installed on your tablet.

Open the GoodNotes app, click **New…** and in the dropdown select **Import**. Using Browse you can select the file sharing app you used in the previous step, find the file you want to add and tap it once to start importing it. Once it's imported it will open the file and you can start adding content to it.

Borderless printing

To make sure that your printer is capable of this, please check your printer's manual. Some printers will only print edge-to-edge on photo paper or thicker paper, this information should also be in the manual.

In Adobe Reader, go to File and select Print. In the dialogue box, click Properties. It differs from printer to printer where the options are. I would suggest the Paper or Layout tab, and check the box for Borderless/Edge-to-edge printing. You might need to click a button to access Advanced settings for this; again it's different for each printer.

If your printer does not support borderless printing, you can take it to a print and copy place (Office Depot, Staples for instance).

Please remember that colours may differ slightly from screen to screen, and print colours will depend on your individual printer.

Print quality may vary depending on paper quality, ink quality, monitor calibration and print settings. For best results, consider printing your PDF's at a copy store. When printing at home, use high quality paper and your printer's best print setting to get the best results.

Can I print it in A5 size?

There is no A5-sized file, but you can print the A4 version in A5 size. The easiest way to do this is if you already have A5 sized paper.

If you have A5 sized paper you can print the document straight onto that. You just need to change the paper size in the printer settings. That setting is usually under **Properties/Advanced** but it can differ a bit with different printer settings.

You can also print two A5 pages on one A4 page. This is a bit more work because you need to print it twice to get two copies on the page. The easiest way to do it is to use the **Booklet settings** when printing from Adobe Reader.

You would first print it out with the **Binding** setting set to **left**. Then print it again with the **Binding** setting set to **right**.

Back up your files

Please note that once the files have been delivered it is your responsibility to make sure you back up the files. I cannot guarantee that I will be able to send you a copy of the file you purchase, especially if the product is no longer being sold in the shop. I highly recommend that you back up your files.

Troubleshooting

If something doesn't look quite right with the file, please try the below:

What program are you using to open the files? If you are not using Adobe Reader, I would suggest downloading the most recent version of that and open the file using that program.

If you are using Adobe Reader, please check that you have the most recent version of it. Sometimes odd issues pop up when the program is not up to date.

If none of those tips help, send me a message on Etsy or the Neat & Tidy Website or send me an email. Please include order number, what operating system your computer has and what program you're using to open the files.

Custom orders

Unfortunately I rarely accept custom orders due to time constraints, but feel free to send me a message to check.

Prices start at £20 for custom printables.

Do you have any questions?

Please don't hesitate to <u>send me a message on Etsy</u> or <u>an email</u> if you have any questions, comments or ideas for new products.

I'm always interested to hear what my customers think and take any feedback into consideration when creating new products or updating existing ones.

Thank you!

Thank you for purchasing a printable PDF from Neat & Tidy Design!

I hope you'll find it useful and that it will help make your life a bit more organised.

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