

Techie Tips from Carmen:

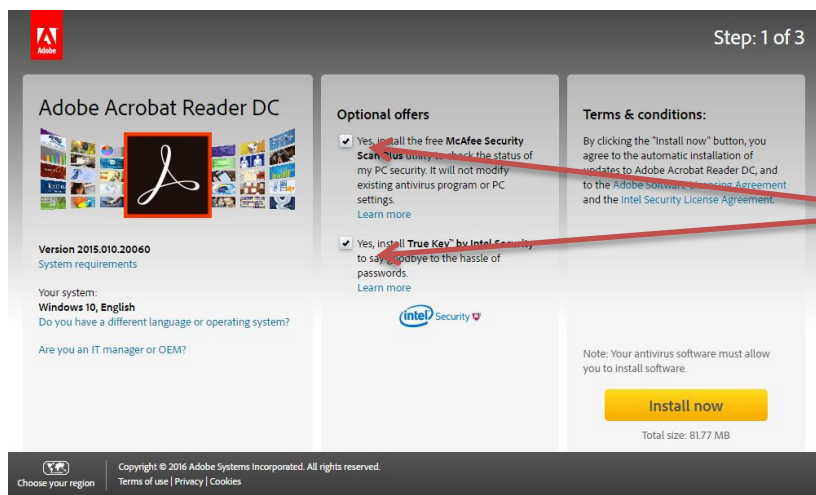
Printing the *Soul Scents* Journaling Prompts Pages

The Soul Scents devotional team prays that you will be richly blessed through taking time to ponder and journal using the prompts Paula has penned in these companions to the devotional books in the series. If you are not a whiz at printing, hopefully these instructions will help you succeed!

The instructions below assume that you have saved the journal .pdf file on your computer. If you are not sure how to do that, you would click on the journal file name Paula has provided on her website or in her email, and the journal document should be displayed for you. Move your mouse cursor onto the document somewhere (it doesn't matter where) and right-click your mouse. Choose the "save as" option and a dialog box should display asking where you want to save the file. Most people choose to put it in their documents folder, you can choose where ever you would like (I recommend making a note of where it's saving so you can find it to open later) and then click "save" button. Now you have the file where you can open it locally any time you'd like.

The journaling prompts files are PDF documents and should be easily read and printed by most computers. Either start the Adobe Reader program, or double-click on the file name to open it. If you cannot read or open the file, you may need to install Adobe Acrobat Reader (information below). This is a free product (if it is asking for money, you got sidetracked to a different product) and is widely used by many. The link is to the DC version, but other versions should work similarly.

Acrobat Reader DC is a free product from Adobe - I recommend that you go directly to <https://get.adobe.com/reader> to download the program - NOTE: look at the download page carefully, there are optional products they offer and you may or may not want those included and installed on your computer. These extras are not required for using the program. This is the page where you can download from:



These are the extra products that they offer – be sure to read carefully and decide if these extra services or products are something you would like. Neither of these are required for the product to work. If you decide you do not want them, simply uncheck the boxes.

Once you have **Adobe Acrobat Reader DC** you have several choices of how to print your journaling prompts (instructions below and on the following pages). Once you have the program installed and you've learned how to print your journal, take a look at some of the other features. It's really a great tool!

Happy Printing!!!

~ Carmen Barber

1. If you would like to print your journal and have one page per day, print as you normally do. Use the menu and choose File -> Print (Right click on File and slide your mouse until you highlight "Print" and then release the mouse button). Your screen should look similar to this:

Begin by clicking the "Size" button. (It may have made this selection automatically)

You can choose to print all of the pages, print only the displayed page, or a selection of pages.

If you are printing full size pages, you will want to be sure and click "fit" to fill the page nicely.

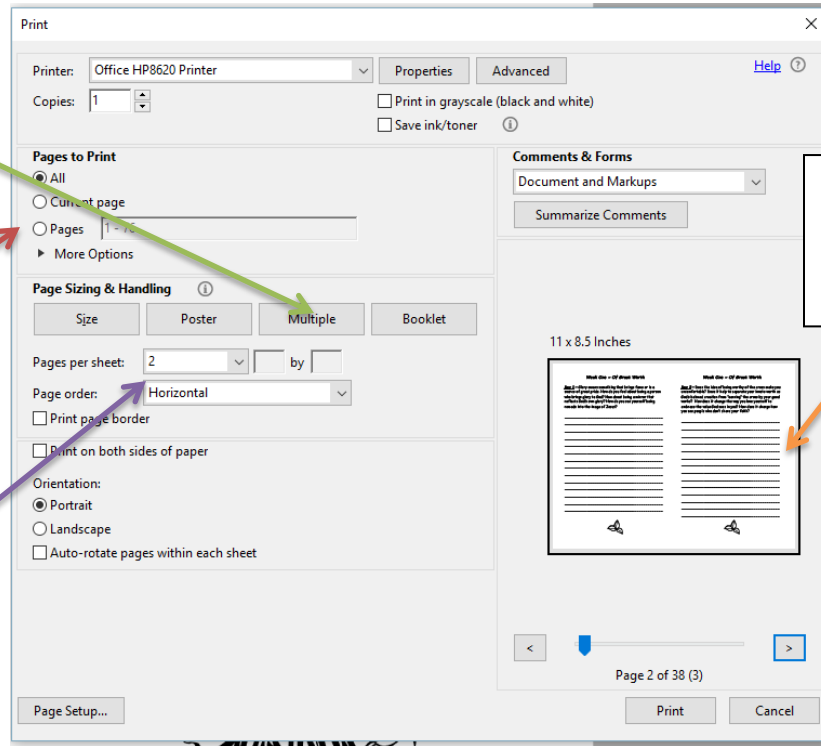
The screenshot shows the Adobe Acrobat Reader DC Print dialog box. The printer is set to 'Office HP8620 Printer'. The 'Pages to Print' section has 'All' selected. The 'Page Sizing & Handling' section has 'Size' selected, and 'Fit' is chosen under the 'Fit' options. The orientation is set to 'Auto portrait/landscape'. The preview shows a page titled 'Rooted' with a tree illustration. The page is 8.5 x 11 inches and is at 126% scale. The page number 'Page 1 of 76' is visible at the bottom.

2. If you would like to print your journal two days per page where you can cut them, punch, and put in a small binder, select "Print" from the File tab and then:

Begin by clicking the "Multiple" button.

You can choose to print all of the pages, print only the displayed page, or a selection of pages.

You will need to specify how many pages printed per sheet.



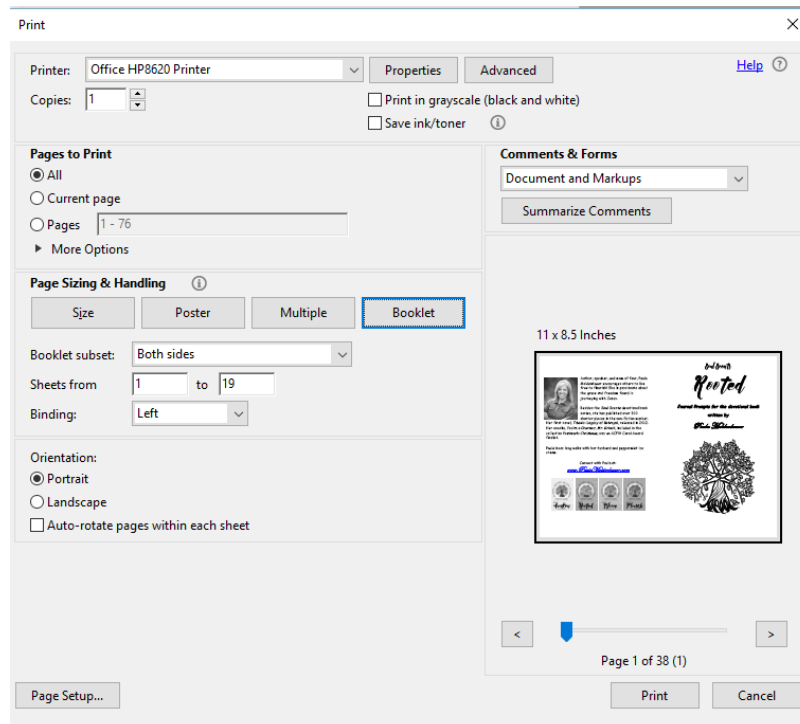
Here is a preview of what the journaling pages will look like.

3. If you would like to print your journal as a booklet, printed front and back and folded in the center, select "Print" from the File tab and enter:

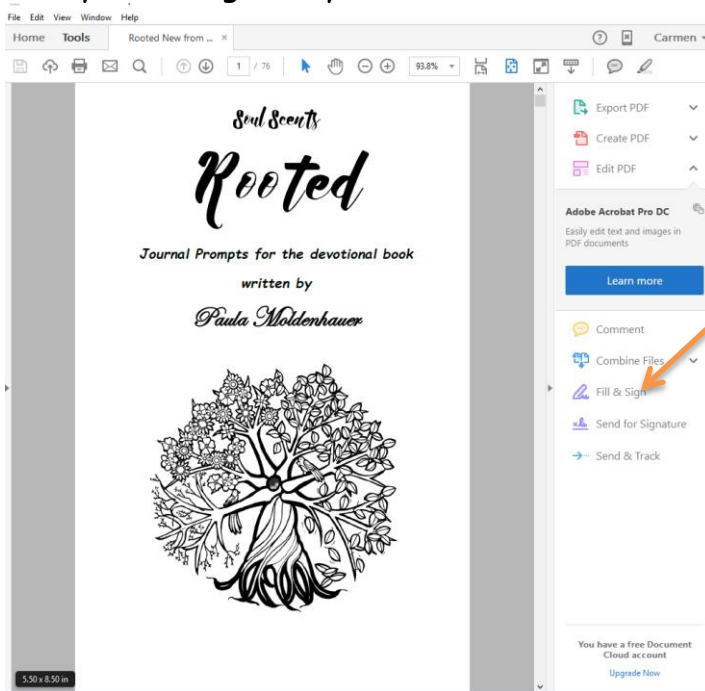
Pages to Print - choose All

Page Sizing & Handling - choose Booklet

Booklet Subset - choose Both sides



4. If you would like to type in the journal on your device, you can do so by using the “Fill and Sign” selection. You will need to click on each line to type on it, and it will save your changes so you can continue next time.



Choose “Fill & Sign”