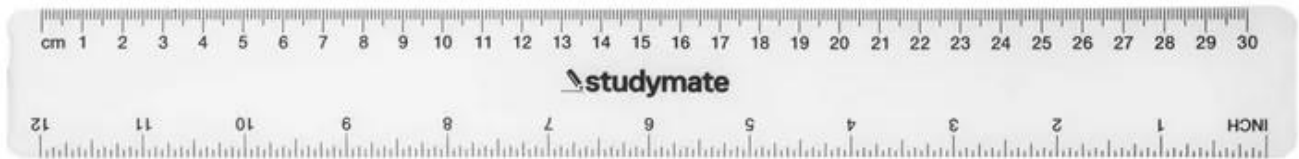


September Monthly Meeting - Dual Lot Single Title – Activity Print-out

For this activity you will need a **clear** 30cm long ruler (similar to below). It is essential that the ruler is clear in order for you to be able to see through the ruler to the picture being measured underneath. These rulers can be purchased for 50c at Office Works.



Two files are needed for this activity, both of which are attached to the email sent to you:

- 1) September – A4 Aerial Photo.doc
- 2) Instructions for printing – aerial photo.doc (This document)

For this activity, you will need 2 colour print outs of the aerial photo (September – A4 Aerial Photo.doc). One copy will be used in the Monthly activity and one will be a spare in case you need it during the activity. Once it is printed, you will need to measure the photo on your printed page to confirm that the dimensions are exactly the same as the original - Dimensions should be 21.9 cm long side and 10.5 cm short side (see below). The accuracy of these measurements is essential in order for us to complete the activities in the Monthly Meeting, hence why we are providing you these instructions in order to ensure that your printouts are to the exact scale that we require them.



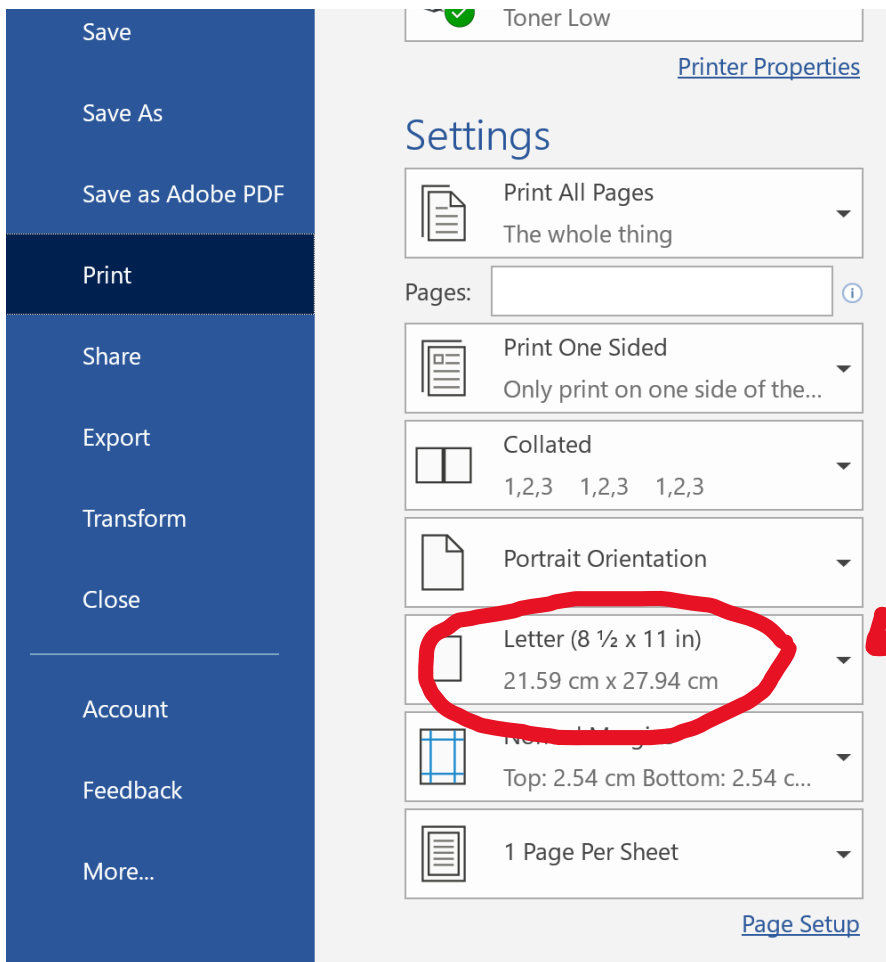
The September – A4 Aerial Photo.doc document is correctly set up to A4 size layout. When you print this out, please confirm the following settings in your print options.

In order to print this document correctly to scale you need to confirm 2 things:

- 1) That the paper size you are printing is A4 (Steps 1 below)
- 2) That the printer does not “scale” the image to fit the paper (Step 2 below)

These items are settings within Microsoft Word, print function. The details of how to set these settings may depend on which version of Microsoft Word you are using, but the following images show the settings you need to look for.

Step 1: When you choose to print the document (September – A4 Aerial Photo.doc), look for the settings and find the paper size and ensure A4 is selected.



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Letter (8 ½ x 11 in)
21.59 cm x 27.94 cm

4 x 6 in (10 x 15 cm)
10.16 cm x 15.24 cm

Legal (8 ½ x 14 in)
21.59 cm x 35.56 cm

Mexico Legal (8.5 x 13.38 in)
21.59 cm x 33.98 cm

India Legal (8.46 x 13.58 in)
21.5 cm x 34.5 cm

Ledger (11 x 17 in)
27.94 cm x 43.18 cm

Executive (7 ¼ x 10 ½ in)
18.48 cm x 26.67 cm

A4 (8.3 x 11.7 in)
21 cm x 29.7 cm

A5 (5.8 x 8.3 in)
14.8 cm x 21 cm

A6 (4.1 x 5.8 in)
10.5 cm x 14.8 cm

More Paper Sizes...

Letter (8 ½ x 11 in)
21.59 cm x 27.94 cm

Normal Margins
Top: 2.54 cm Bottom: 2.54 c...

1 Page Per Sheet

[Page Setup](#)

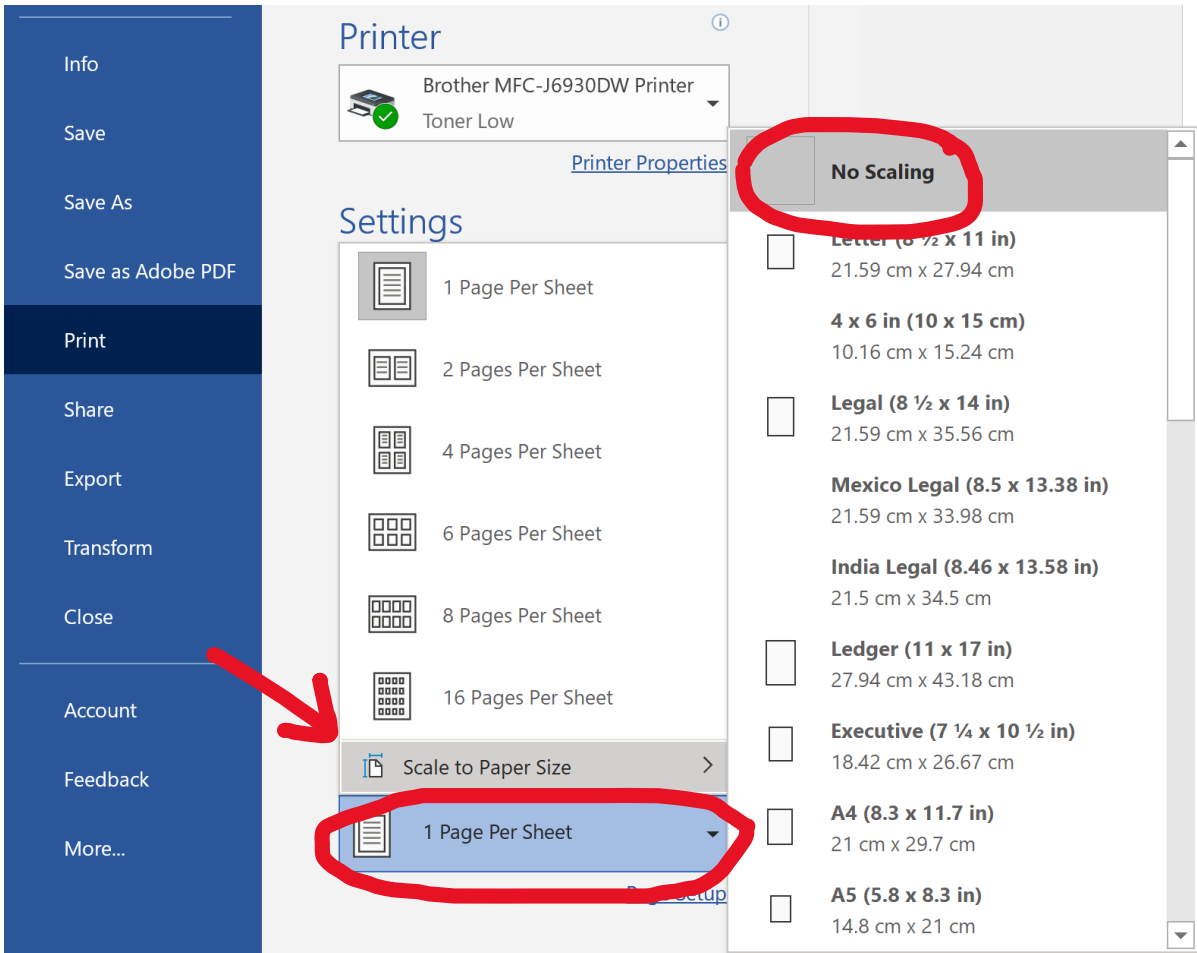
Ensure this A4 paper size option is selected



Step 2: Set the printed image to “No Scaling”.

Often, applications are set to “scale to fit page” by default, which means that the application looks at your printer and modifies the way it prints your document to best fit the page. We want to ensure that the page is being printed exactly as it has been set up.

While in the print settings, select the option that indicates how the page will print – e.g. 1 page per sheet option.



Ensure you have selected the option for “No Scaling”.

Step 3: Print your document

Print out the photo and measure the outside dimensions of the photo to ensure they are the same length as the dimensions specified. Property boundary dimensions should be 21.9 cm long side and 10.5 cm short side.

These are the measurements that we will be using for the Monthly Meeting exercise, so it is essential that your print out photo matches the original to the millimetre!

Once confirmed, print (or photocopy) a spare – just in case you need it.