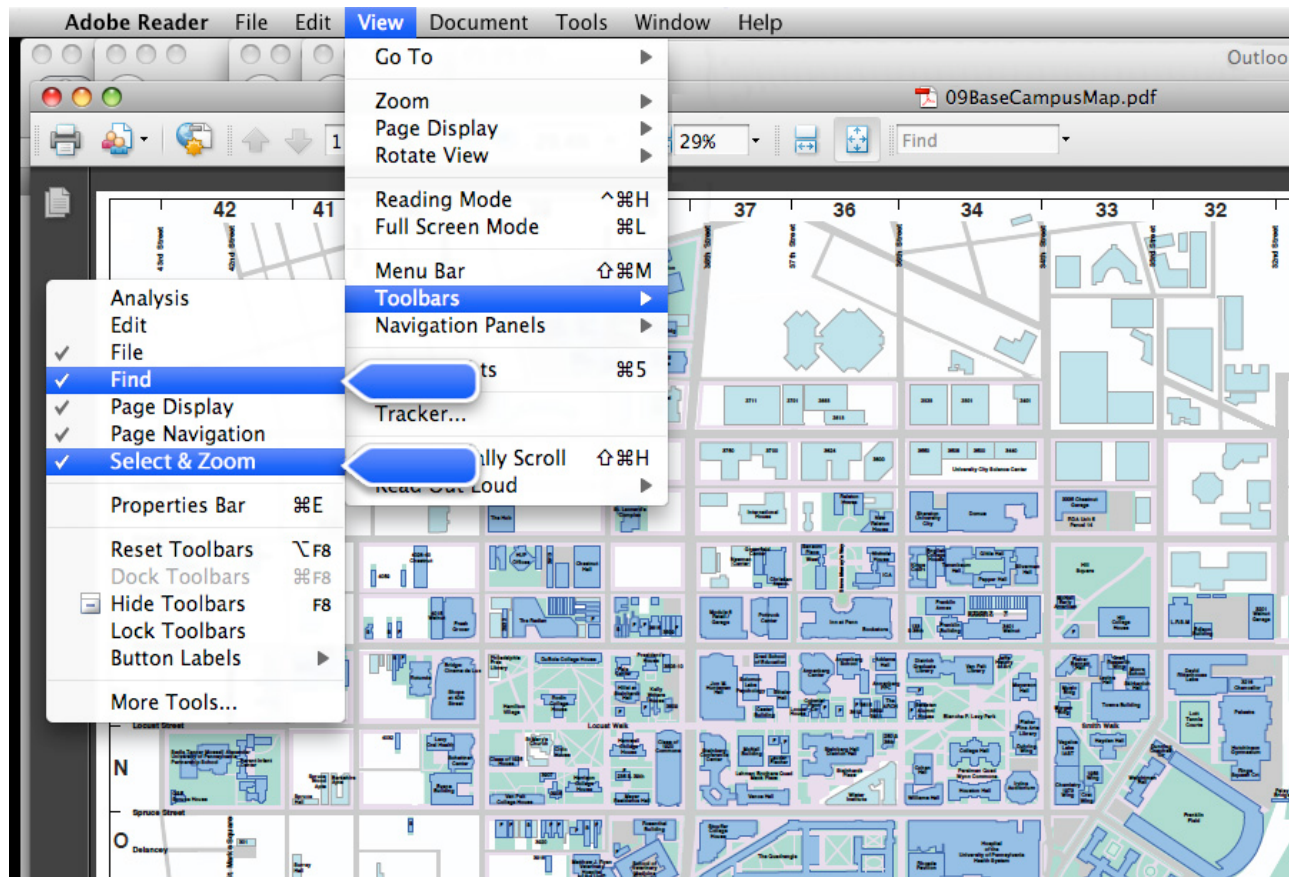
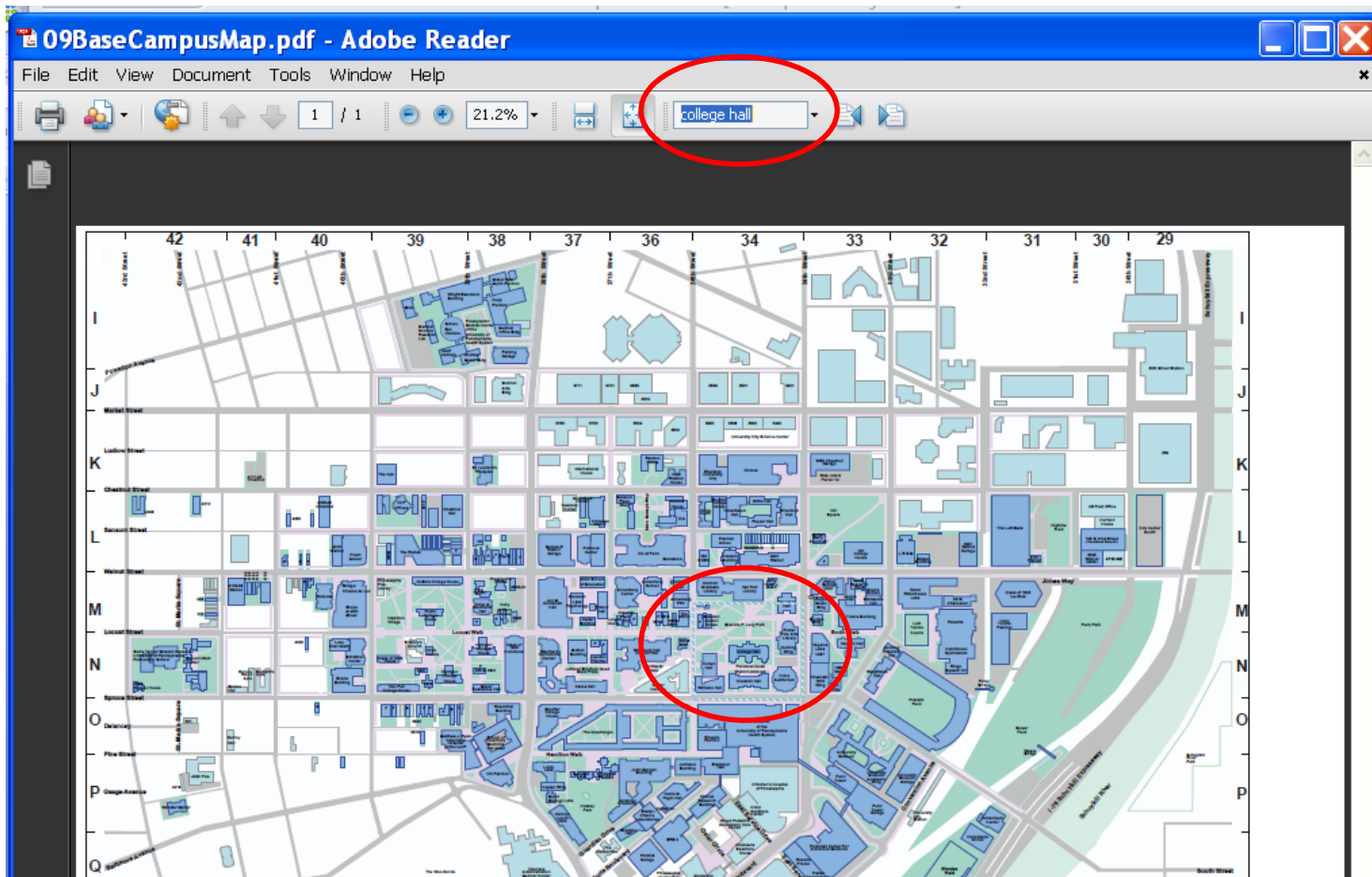


## To find a building on this map using Adobe Reader...

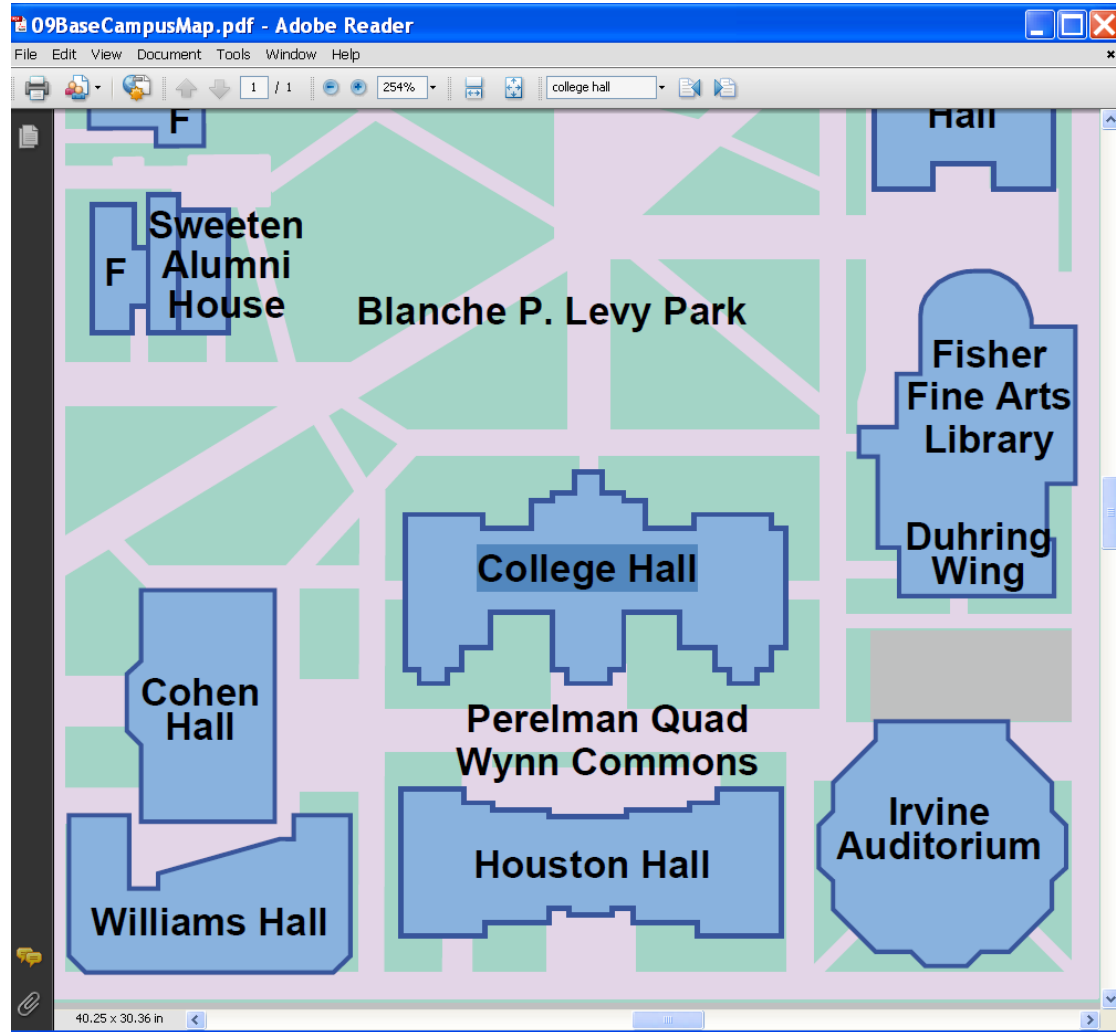
1. The first step is to make sure that the “Find” and “Select & Zoom” functions are checked, or turned on. Select View from the top menu, then scroll over “Toolbars”. Make sure that there is a checkmark next to “Find” and “Select & Zoom”.



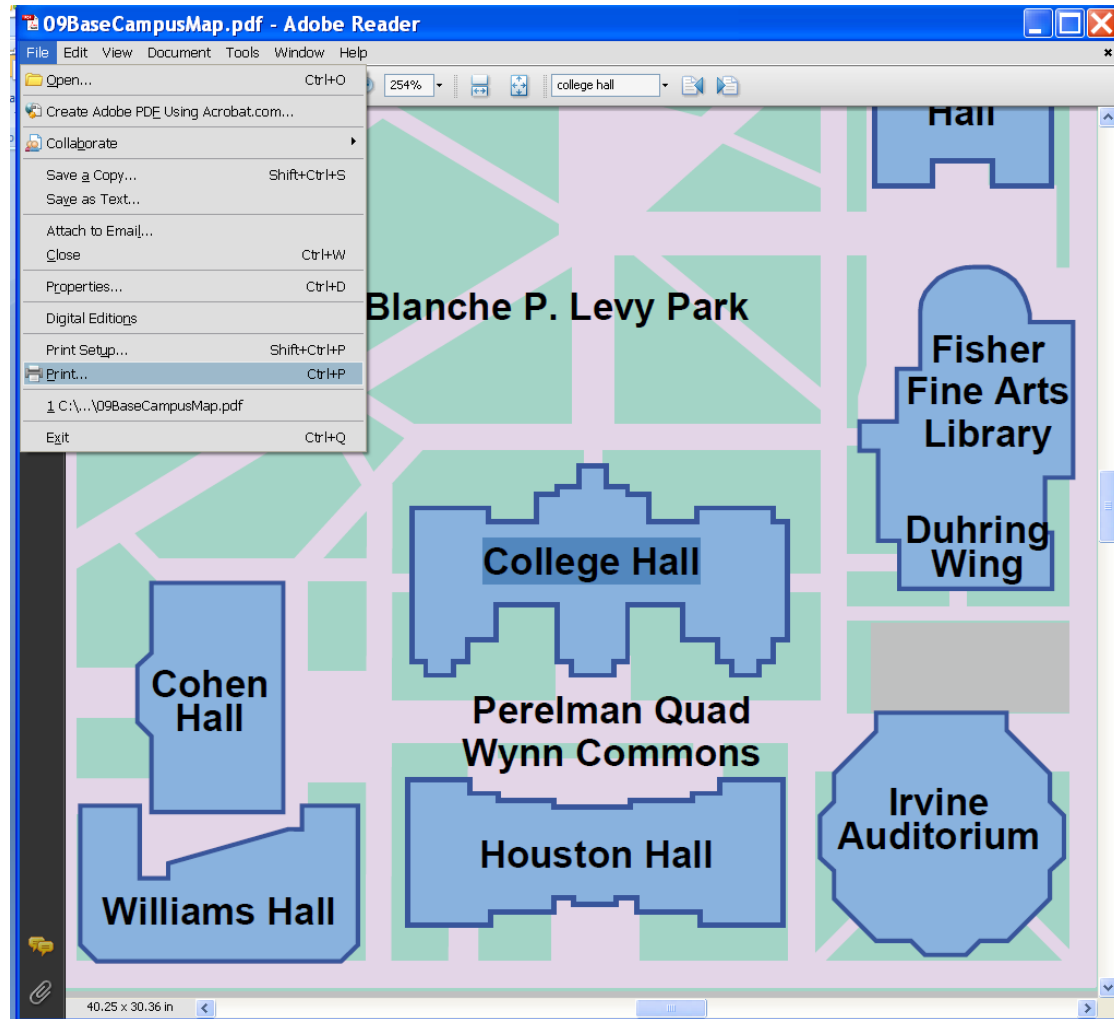
2. Type the name of the building that you are looking for into the search box. Hit enter to see a light blue box outline the area on the map that you are looking for.



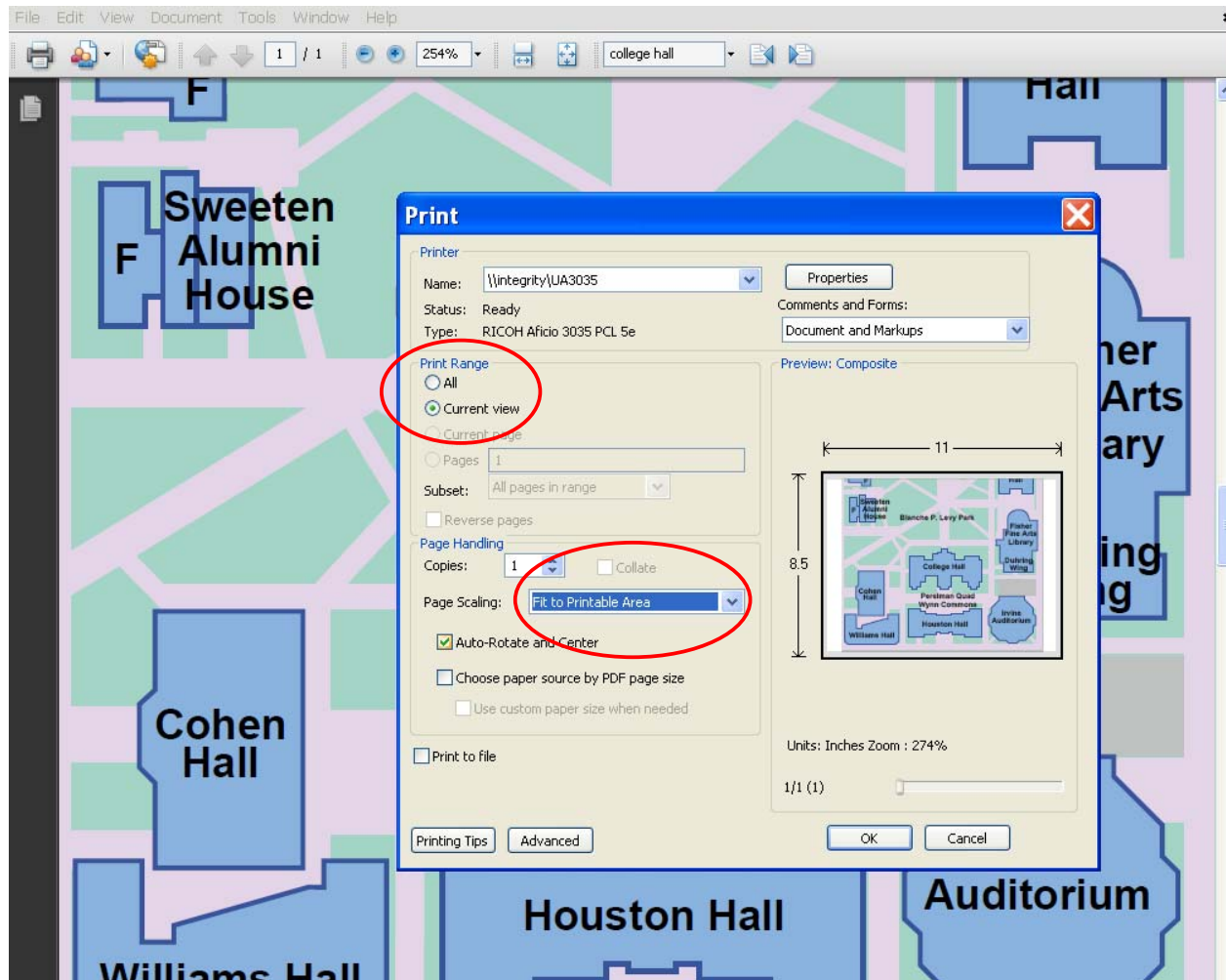
3. Place your cursor inside the highlighted box. The cursor will change to a magnifying glass. Click once to zoom.



4. To print the zoom selection, go to File>Print.



5. Once Print is selected, ensure that “Current View” under Print Range is selected, and change the Page Scaling to “Fit to Printable Area”. You should see the zoomed image scale to fit the paper selection.



## To reduce or enlarge and print the total document's layout:

You can reduce or enlarge the layout of a document by specifying a percentage of the document's original size.

1. Open the document.
2. Choose File > Page Setup, if it's available. Choose Page Attributes from the Settings pop-up menu, and then choose Any Printer from the Format For pop-up menu. Choosing Any Printer ensures that your document can print on any printer that supports the paper size you select.  
  
If Page Setup is not available, choose File > Print. If the Print dialog contains only two pop-up menus and some buttons across the bottom, click the disclosure triangle beside the Printer pop-up menu.
3. Type a percentage in the Scale box. (If you want to enlarge the printout, type a value greater than 100. To reduce the printout, type a value less than 100.)
4. If you scale a document, it's a good idea to preview the document before you print it. To do so, choose "Open PDF in Preview" from the PDF pop-up menu at the bottom of the Print dialog.
5. To scale a document for paper that's a different size from the paper you have, use the "Scale to fit paper size" option in the Print dialog.

## To print this map using Adobe Reader...

To print a document, choose File > Print. Use the Print dialog to select a printer and set print options. Then choose whether to print that document, preview it, save it as a PDF, or fax it.

If the Print dialog doesn't contain options you expected to see and instead contains two pop-up menus and buttons across the bottom, click the disclosure triangle beside the Printer pop-up menu.

### 1. **Choosing a printer**

You can choose which printer to use with the Printer pop-up menu. If you don't see the printer you want, choose Add Printer.

### 2. **Setting print options**

You can set print options, such as the number of copies to print, when to print them, how many pages to print to a piece of paper, and how the colors should appear.

### 3. **Previewing a document**

You can see what your printed document will look like with the print options you've chosen. A small preview may appear in the Print dialog, or you can choose "Open PDF in Preview" from the PDF pop-up menu to view a full-size preview.

### 4. **Saving commonly-used options**

If you have a combination of options that you frequently use when printing a document, save it as a preset by choosing Save As from the Presets pop-up menu and entering a name. When you want to use that combination of options of again, choose its name from the Presets pop-up menu.

### 5. **Printing to a file**

You can save a document in PDF or PostScript format to share it with others. Or you can save a document to iPhoto and transfer it to an iPod. Just choose an option from the PDF pop-up menu.

### 6. **Faxing**

If your computer has modem, you can fax a document from the Print dialog. Just choose Fax PDF from the PDF pop-up menu.