

# **HIRSTWOOD**

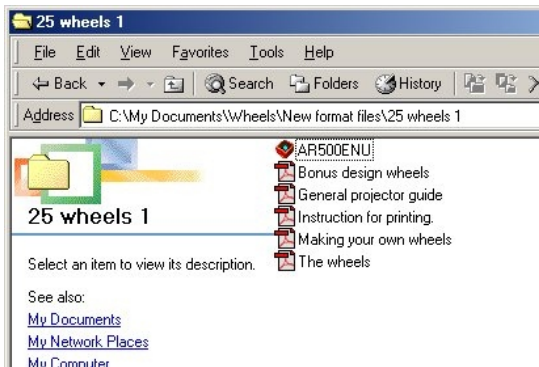
MULTI SENSORY TRAINING

**Printing your  
wheels with  
Adobe Acrobat.**

**Instructions for the non  
technically minded!**

**First of all read the instructions on the back cover of your wheels CD case.**

**When you have your CD in the computer you should have a screen which looks something like this.**



**They may not be in this order and may not look exactly the same, but don't worry its just the way your screen is set up. You activate the files by double clicking the icon with your mouse.**

## **What's on the CD?**

**AR500ENU = is the 'Adobe Acrobat' software to run the wheels. This may already be on your computer.**

**If 'Adobe Acrobat' is not on your computer double click the icon and it will install.**

**Bonus design wheels: is exactly what it says. They are extra wheels which may be used as backgrounds or for visual stimulation. Be warned, some of these wheels take a while to load.**

**General projector guide: is just a sheet about putting projectors together. Also included are some health and safety tips for your room policy!**

**Instructions for printing: is what you are going to read next.**

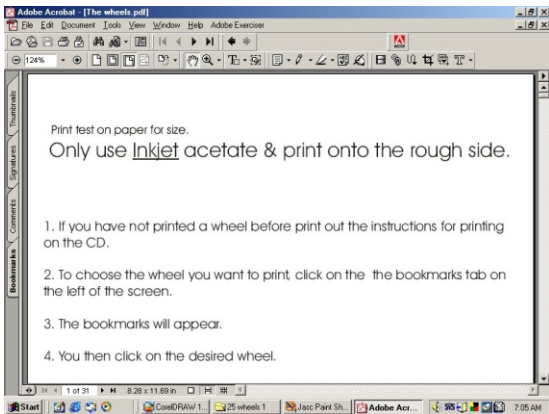
**Making your own wheels: shows you how to make your own wheels with 'Microsoft Word' Its not that easy, but you may wish to give it a try!**

**The Wheels: This is the file which contains the main wheels on the CD.**

## **Making your first wheel.**

**A. Double click the icon ‘TheWheels’.**

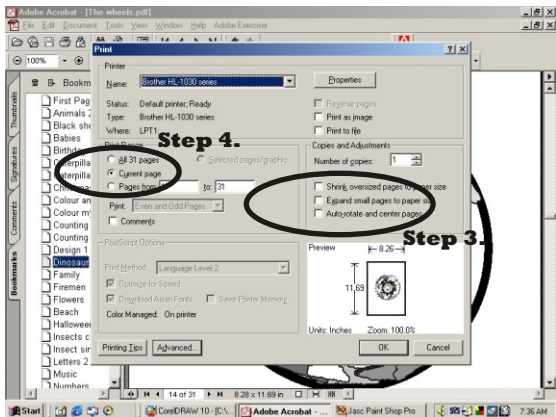
**B. If nothing happens then you may need to install ‘Adobe Acrobat’. Other wise you should have a screen which looks like the one below.**



**Follow the instructions on the screen. This document already has your instructions for printing so you will not need to print them.**



**2. The box below should appear! Depending on the type of printer you are using the screen may not look identical to the one below.**



**3. Make sure the boxes in the print menu which say:**

**Shrink oversize pages to paper size**  
**Expand small pages to paper size**  
**Auto rotate and centre pages**

**Are NOT checked with a tick, other wise the wheels will print the wrong size.**

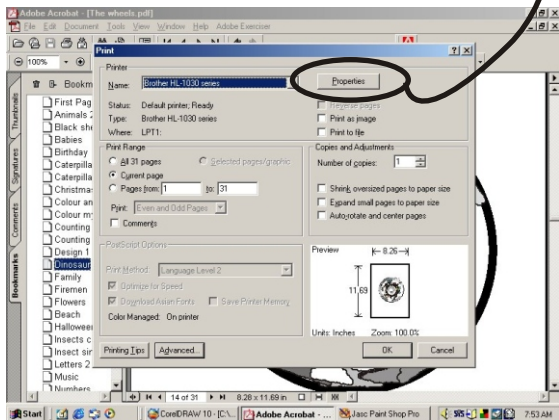
**4. If you want to print just the selected wheel, select 'current page'. Otherwise your printer will print all the wheels on the CD.**

**5. Set the printer paper setting (often found in the properties menu) to 'acetate' and print at the highest DPI possible. If you don't know what DPI means, don't worry about it.**

**Normally the printer automatically sets it high for transparencies.**

**6. Make sure your sheet of acetate is in the printer and don't forget to print onto the rough side! Ordinary acetate will not work, so make sure you have inkJet/laserjet acetate.**

**Then press OK to print.**



**Your wheel should now print.**

**7. I suggest that you leave it for around 10 minutes if you are desperate! An hour or so if you have more time to allow the wheel to dry properly.**

**8. Cut out the wheel out and insert into your blank wheel.**

### **TROUBLESHOOTING!**

**Q. The printed wheel is too large or small?**

**A1. Check the instructions given in step 3.**

**Q. The ink is smudging or slipping off the acetate.**

**A1. Check that you have used inkjet or LaserJet acetate.**

**A2. Make sure it printed onto the rough side.**

**A3. Did you leave the wheel long enough to dry? See step 7.**

**For further support contact your supplier or**

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Morecambe, Lancashire, LA4 4LF, England.**

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**Website**

**[www.multi-sensory-room.co.uk](http://www.multi-sensory-room.co.uk)**