Classic Happy Planner Quick Pages...downloading and using

If you are having issues please contact me right away via Email to: KathysScraps@gmail.com. ***Please read through these pages first.*** Please put in the Subject Line: **Having issues in your shop.** Thank you!

You may get one of three different files when you download items from KathysScraps.

The first is a **jpg** file and is only one file. It is a picture graphic and only one page, usually a freebie page or sticker page. It will have your CHP page or sticker page on it along with information across the top and bottom of the page. When you have this file on your computer double click on it and Windows will open in it's viewer. The print icon is in the upper right corner, click on it. Another window opens, your printer is listed on the top, make sure it is correct. Next is orientation...Portrait is normal (paper shows 11" tall). If the image is cut off or not showing full size on the page, edges are all white, you need to change this to landscape. Press the down arrow and select Landscape. Try it, won't hurt anything and you will see what I mean. Change it back, if needed. Paper size is letter (8.5x11), Paper type is plain paper, Photo size is full page, Page margins are normal, Fit (very important) is full page. If you choose fit to page it will shrink the image a bit. Normally these settings will stay the same if you don't change them. But still check!

The second is a **pdf** file and is one or multiple pdf files. You do need Adobe Reader on your computer to be able to open these. MOST newer computers have this program already installed for you. If you do not have you can get it for free by googling it. Make sure you just get the reader, which is free! Thes pages will have your CHP page(s) or sticker page(s) in it along with information across the top and bottom of the page. When you have this file on your computer double click on it and Adobe will open in it's viewer. Then print, on the left upper side click on file/print (or choose the print icon just below that). A new screen pops up. Choose what pages to print, usually only one shows up unlessyou have a multiple page document (like this one). Next Page sizing should be on Actual size (again, if you choose fit it will shirk the file a bit). Orientation should be on auto, so it will choose portrait or landscape for you. If it doesn't look right, choose them and check it out. Press print on the bottom right.

PROPERTIES on both of the above...you can click on Properties to set your printer to print a better quality page if you wish. Mine is set on High Quality which does use a little more ink. Again once you change this it should stay with your settings, check it out next time.

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<u>Zip files,</u> we use these to zip a number of files together and cut down on sizes. Zipping takes all the files and shrinks them a bit to make a smaller size file to upload to the server. Then when you download you are downloading a smaller file so it won't take as long to get.

I use a program to unzip my files called ExtractNow, read about it and get it free here: https://download.cnet.com/ExtractNow/3000-2250_4-10038365.html if you wish to try it. I have been using it for years. One thing I like about it is that when I unzip a file I can set the program to then delete the zip file off my computer. You don't need the zip file after extracting it. Once installed just double click on the zip file and ExtractNow will open. Press the Extract button on the bottom of the window. It's quick!

Windows 10 will also allow you to open a zip file. It does open it in a folder. You then need to move those files to your desktop or another folder to keep them. Kinda strange...that is why I use ExtractNow. The only way I know how to use this (maybe because I have ExtractNow already installed) is to right click on the zip file and choose Open with Windows Explorer. This is the folder I was talking about. If you want to save the files move them...or I guess you could save the zip file and do this each time. If you don't have a unzip program installed on your computer try to double click on the zip file and see what happens. It won't hurt anything, it will either unzip somewhere on your computer or tell you it cannot perform the operation.

ExtractNow will unzip the files and most times put them in their own folder. Open the folder and you will see the files for the item. Most of my CHP pages will have two files, a left side (Mon-Wed) and a right side (Thur-Sun) and several TOU (terms of use) files (one is a text file, one is a pdf file).

To print see the first page…

I hope you enjoy these pages. They are easy to use. Print them off, trim off the edges on the lines, hole punch them and place in your planner to use. You can decorate them more if you wish. There are all sorts of planner stickers out there for free.

Please do not share items you purchase or get for free. Please send them to my blog or shop at KathysScraps.com or KathysScraps/shop.com

Thank you!