

Harpenden and Wheathampstead DISTRICT SCOUT ASSOCIATION

SKILL BOOSTERS.

Using Adobe Reader or Adobe Acrobat, open the skill booster pdf file.

You will see that it is a 2-page document which must be printed on both sides of an A4 page. In the pictures that follow you will see how to print and fold the page to make a pocket sized booklet to Boost your Skills.

Open or download the skill booster and click on the printer icon.

I found it easier to remove all sheets of paper bar the one I wanted to print from the printer.

Here you can see the first page printing

If you have a printer capable of duplex printing then use that. Most home users do not have that option.

When printing the Skill Boosters pages please ensure that your Page Scaling options are set to 100%. This is normally an option on the Print window. 100% maybe labelled as 'no scaling' whereas your normal options maybe to 'fit to margins' which with give 94% or thereabouts.



Remove the page from the printer and re feed it back into the printer the "other way up" so it prints on the reverse.



First fold the page in half lengthwise being careful to align the corners.



Then fold in half (see pictures). You will be able to see two “pages” on each side.



Referring to the picture, fold back the top page.



Fold the bottom page back so you can see the title page.



The finished Skill Booster booklet!

If you look at the edge it should look like a W or an M depending on which way up you hold it. It's not at all difficult and a Cub Scout should be able to do it.

There are also folding instructions printed on the page as well if you get confused.

