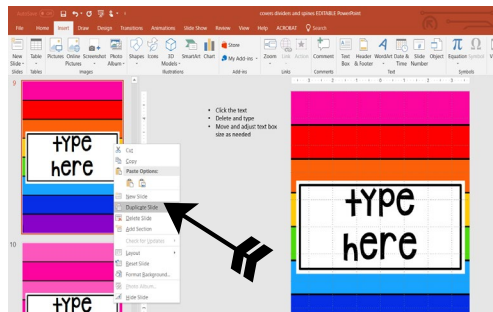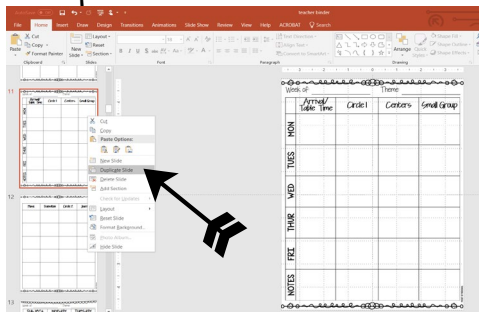# EDITABLE DOCS & PRINTING TIPS
(TEACHER BINDER)

DUPLICATE or DELETE A PAGE
If you need to duplicate a page, right click the slide (on the left side) and select "duplicate slide". You could also select "delete slide" to delete a page.

INTSALLING FONTS
If you want to use the same fonts I did you will need to download the fonts from TPT and install them onto your computer. Go to the link below and download the FREE font. After you download the font, right click on the font folder and select "Extract". Then right click on the font and select "Install". I always have to restart my computer for the font to show up in PowerPoint.

The font(s) I used are: (all free fonts)

- KG Miss Kindergarten
- KG Shake It Off

Right click and select "open link" to download each font.

The editable files MUST BE opened and edited in POWERPOINT!

EDITABLE DOCS & PRINTING TIPS
## (TEACHER BINDER)

EDITING TEXT
Just click the text, delete the text, and type. You can always delete the text and leave the space blank.

ALMOST ALL the text is editable! Just click, delete, and type what you wish.

The blank spaces are ready for you to type in! Just click and type. You can always move, resize, rotate, or change the font for any of the text boxes. Click on the text box you want to change. Select the font and size you need from the dropdown menu.
If you want to type a lot in the space, you may need to make the font size SAMLLER or the table will auto adjust.
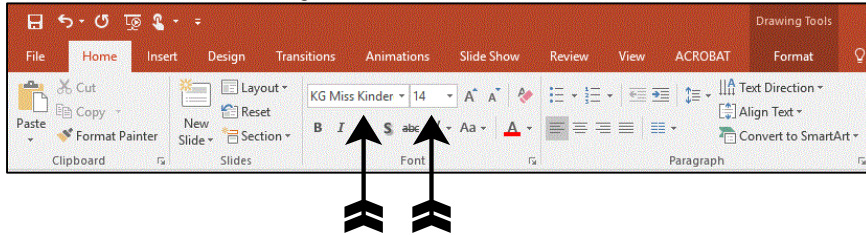
To rotate or move the text box, click the text box and click the arrow that points in a circle. Hold down and twist or slide the box.
To cut and copy the text box right click and select what you need from the dropdown menu.

Want to add more text boxes or a photo? You can! Click "Insert" and "Text Box" or "Picture" in PowerPoint.
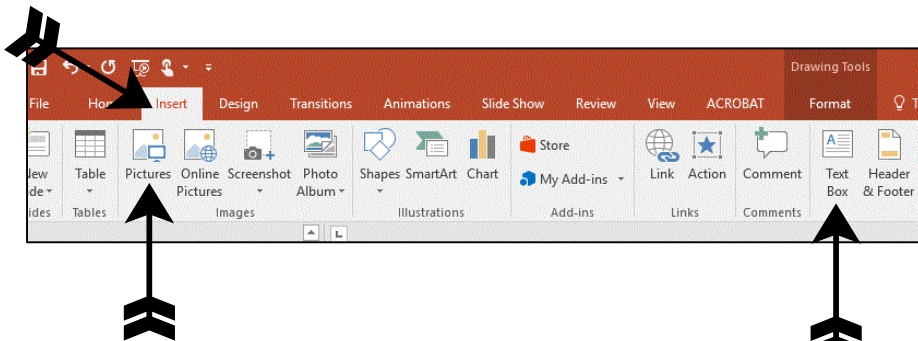
Sometimes you will need to click "enable editing" to edit the PowerPoint file once you open it..
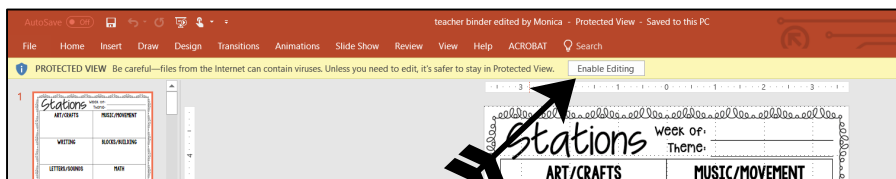
WANT TO PRINT THE PDF SMALLER OR LARGER?

Print something smaller to save ink and save paper. Print it bigger to make it poster size. If you are using the editable PowerPoint file, save it as a PDF first, then follow these steps.

Make sure you have the latest edition of Adobe Reader and that your computer is opening this file in Adobe (not your computer's default reader or online).

Print SMALLER Directions: To print it smaller in size
- Select File then Print or select the Print icon
- Select Multiple
- Click on the Pages per sheet and choose the number 2, 4, 6, 9, 16, or custom.
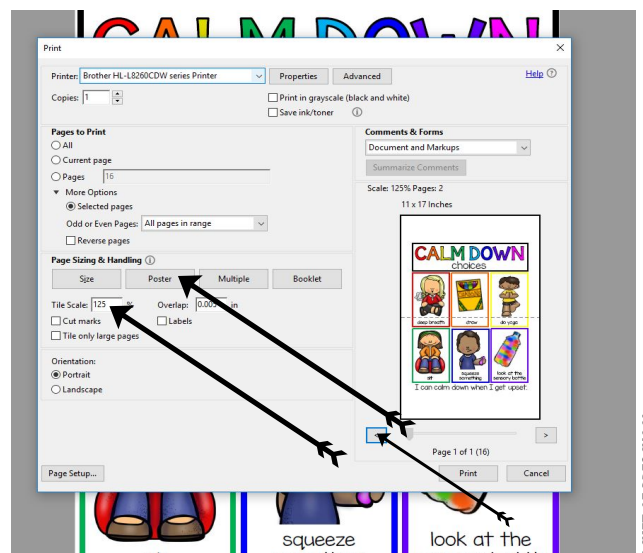
Print BIGGER Directions: To print it larger in size
- Select File then Print or select the Print icon
- Select Poster
- In the Tile Scale box, choose the percentage you want it to print
- Click the arrow to check how it will print and piece together.
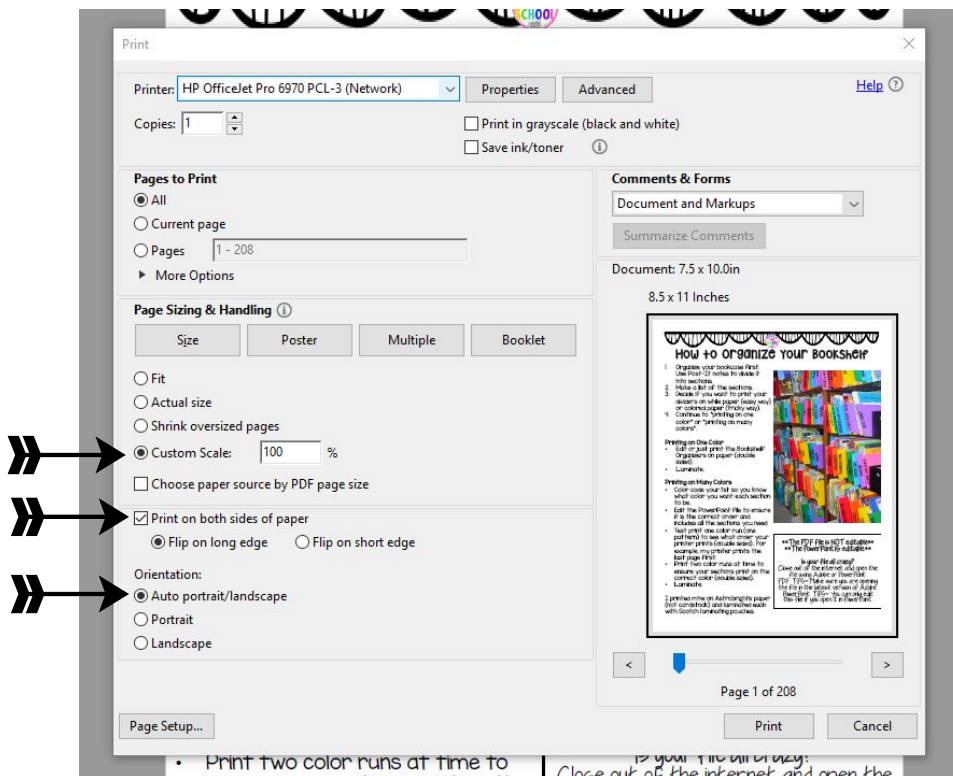
Print SMALLER
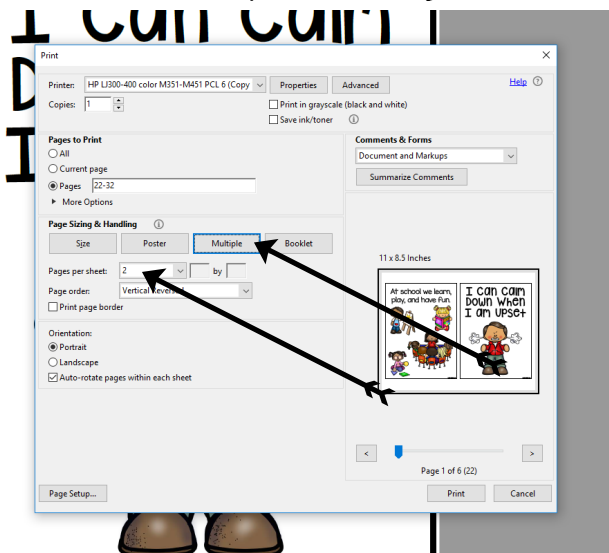
Print BIGGER

PDF DOCS &
DOUBLE-SIDED PRINTING TIPS

- In Adobe, choose File and select Print.
- Select Print on Both Sides of the Paper.
- Make sure it is set to custom scale 100%.
- Make sure orientation is set to Auto Portrait/Landscape.
- Click Print.

PRINT TEST PAGES BEFORE YOU PRINT
THE WHOLE BINDER!

- If you can't print double sided. No worries! Click HERE for specific directions from Adobe. Scroll down a bit until you see "Double-Sided Printing using a Single-Sided Printer".

Hello and Thank You for purchasing or downloading this item from my TPT store

Pocket of Preschool!

Any comments or questions please email me at
pocketofpreschool@gmail.com

Please click the button in the store to "follow" me and SAVE!
ALL new products are 50% off for the first 24 hours after I post them!

Terms

This product is for ONE teacher only.

You may NOT share this with colleagues, your entire grade, or school/district without purchasing the proper number of licenses. By purchasing and/or downloading this electronic file, you agree to the use as follows for personal use/single classroom use only. You can purchase additional licenses of all my products. Go on TPT, go to "my purchases", and click "buy additional licenses". Please contact me regarding pricing information on a site/school wide license.

NO part of this document may be distributed, posted on the internet, copied, edited, resold, or posted to a any type of shared drive. ALL contents of this document are under copyright protection including all text, graphics, content, and fonts. Thank you for respecting my hard work as well as the hard work of the artists whose work helped create this product.

Let's Connect Follow me for freebies, giveaways, updates, tips, tricks, and to see my products in action!

Blog   Pinterest   Facebook   TPT   Instagram

Credits Thank you so much to the following designers for all their beautiful fonts and graphics!

KG Fonts