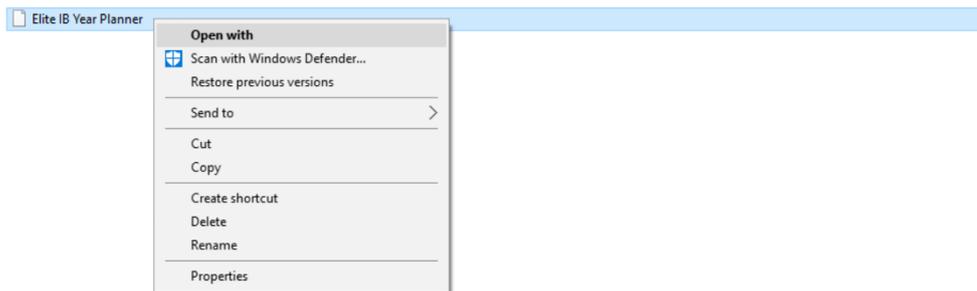## How to print the Elite IB Year Planner 2016/17 at home.

You can order your free A1 copy of the Elite IB Year Planner from our website on our 'IB Resources' page at eliteib.co.uk/ibresources, but if you'd prefer to print your Year Planner at home or school you can do so using the instructions here.
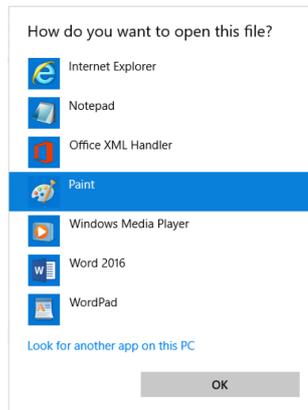
Printing your Planner at home using Microsoft Windows, using an A4 printer.

Printing your planner using Windows is very easy, all you need is Microsoft Paint, which comes free with every version of windows. To print your Planner:
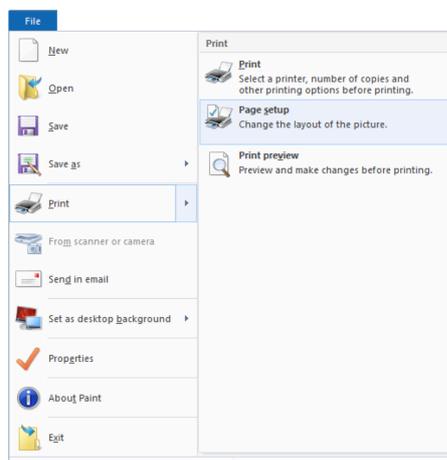
1) Download the Elite IB Year Planner from our website at eliteib.co.uk/ibresources and find the location of the file on your computer after saving it.

2) Right click the "Elite IB Year Planner" file and select 'Open with'

3) From the list of programmes, select 'Paint' and press 'OK'
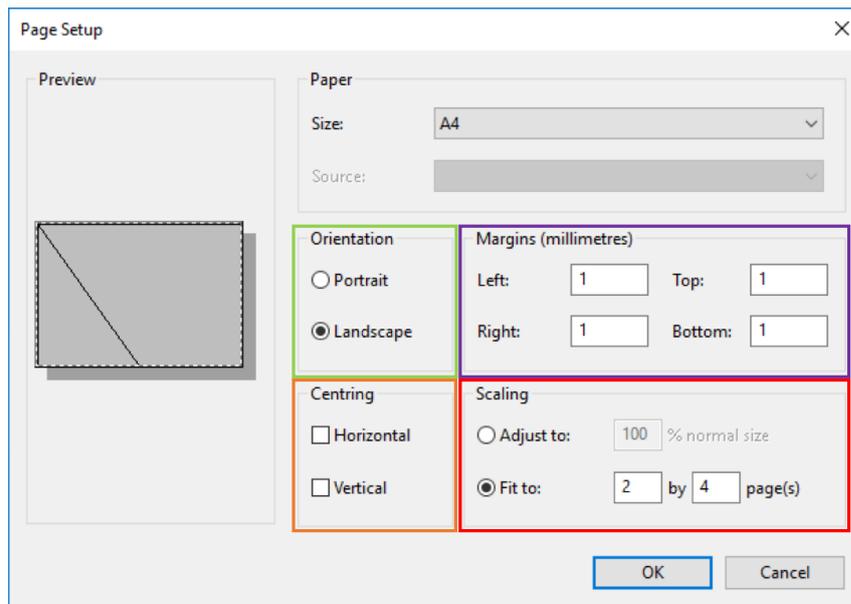   N.B. Because the Year Planner is full of lots of useful information it might take a while to load

4) Once the Year Planner has opened, go to 'File', 'Print', 'Page Setup'

5) Your printer at home probably only prints on A4 paper, and so you'll need to setup Paint to print the Planner correctly. You can do this by changing a number of options.
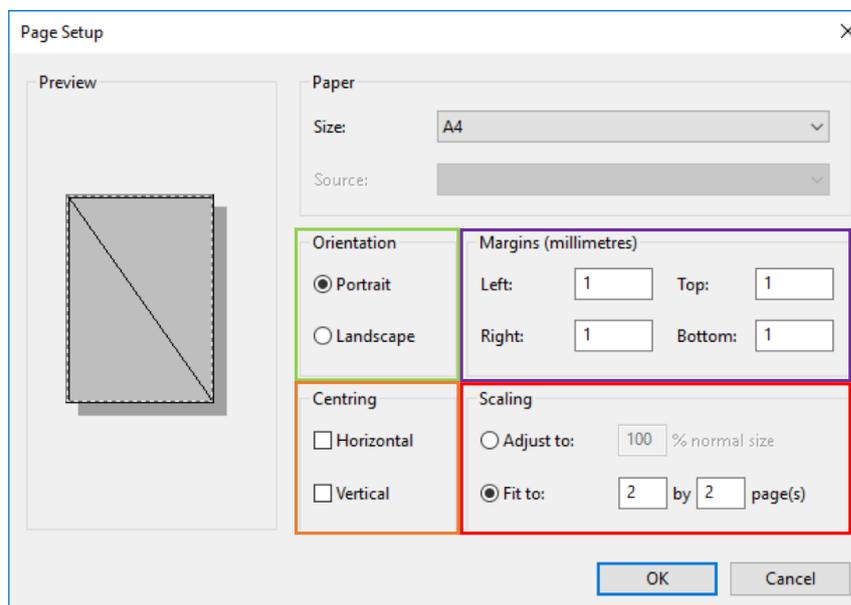
To print an A1 copy of the Year Planner:

a. Select 'Landscape' in the 'Orientation' selection box (in green)
b. Set the margins for 'Left', 'Right', 'Top', and 'Bottom' to '1' in the 'Margins (millimetres)' selection box (in purple)
c. Make sure 'Horizontal' and 'Vertical' are box unchecked in the 'Centring' selection box (in orange)
d. In the 'Scaling' selection box, select 'Fit to:' and set the page numbers to "'2' by '4'" (in red)

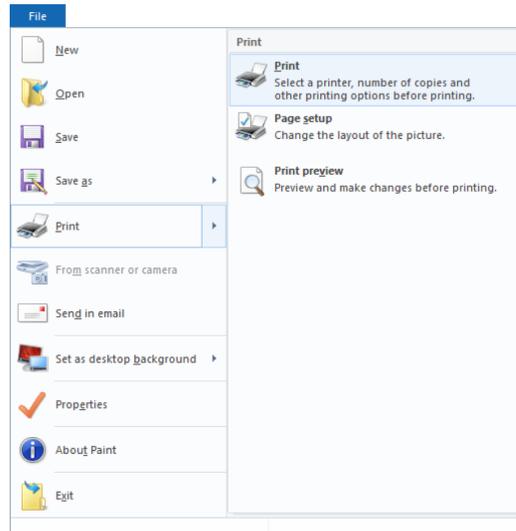**To print an A2 copy of the Year Planner:**

a. Select 'Portrait' in the 'Orientation' selection box (in green)
b. Set the margins for 'Left', 'Right', 'Top', and 'Bottom' to '1' in the 'Margins (millimetres)' selection box (in purple)
c. Make sure 'Horizontal' and 'Vertical' are box unchecked in the 'Centring' selection box (in orange)
d. In the 'Scaling' selection box, select 'Fit to:' and set the page numbers to "'2' by '2'" (in red)

6) Press 'Okay' in the bottom right of the 'Page Setup' window.

7) G go to 'File', 'Print', and select 'Print'

8) Set up the printer according to your printer's instructions.

9) Once your printer has finished printing the Year Planner, you can join the sheets together using glue, tape or anything else you have to hand.
N.B. You can cut away the white boarders using a pair of scissors so your pages of the Year Planner line up perfectly!

10) **Put your Year Planner up!** You should hang your Planner up wherever you'll see it most. That could be above your desk in your bedroom, or you can use magnets to put it on your fridge door. Remember to write all the important dates you have on the Planner so you're always keeping ahead of the IB!

I have a Macintosh, using MacOS – how can I print the planner?

We'll update these instructions soon for students who have a Macintosh computer. Don't forget, you can order a free A1 copy of the calendar from our website on our 'IB Resources' page at

eliteib.co.uk/ibresources