How to Print Drawings from ACS – Google Chrome Instructions

1. From ACS "Design a Closet" page go to "Print Drawings Only".
   a. Select the size of the drawing you want.

2. Press Cancel

3. Enlarge Google Chrome window.

4. Click on each of the Drawings. This will download the drawings.

5. After you download all the Drawings, Click on the "Flie Explorer" Button in the Taskbar.

6. Then go to "Downloads" Folder.
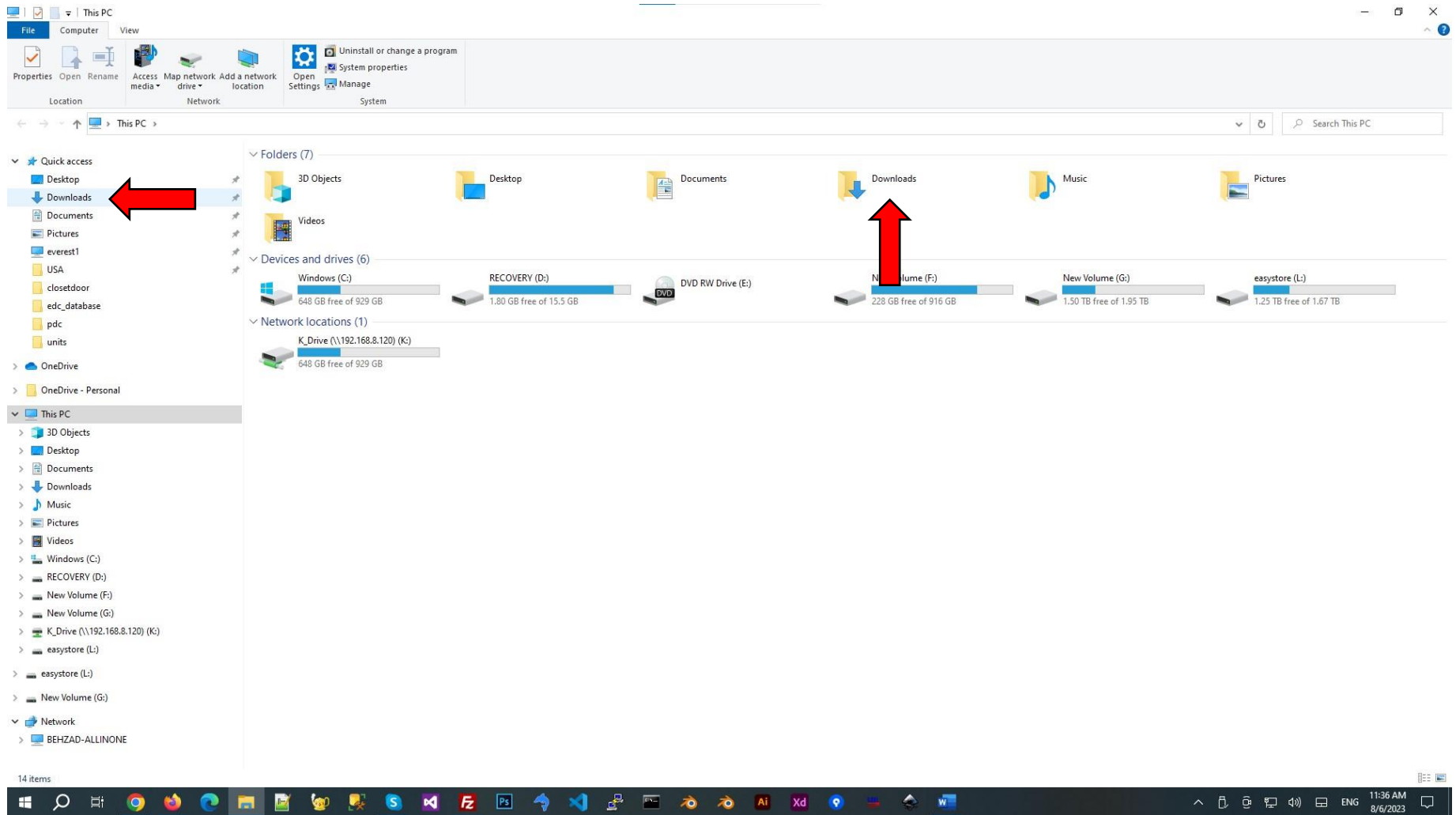
7. Select the files:
   a. Click on each of the files WHILE pressing the Control (Ctrl) key on the Keyboard.
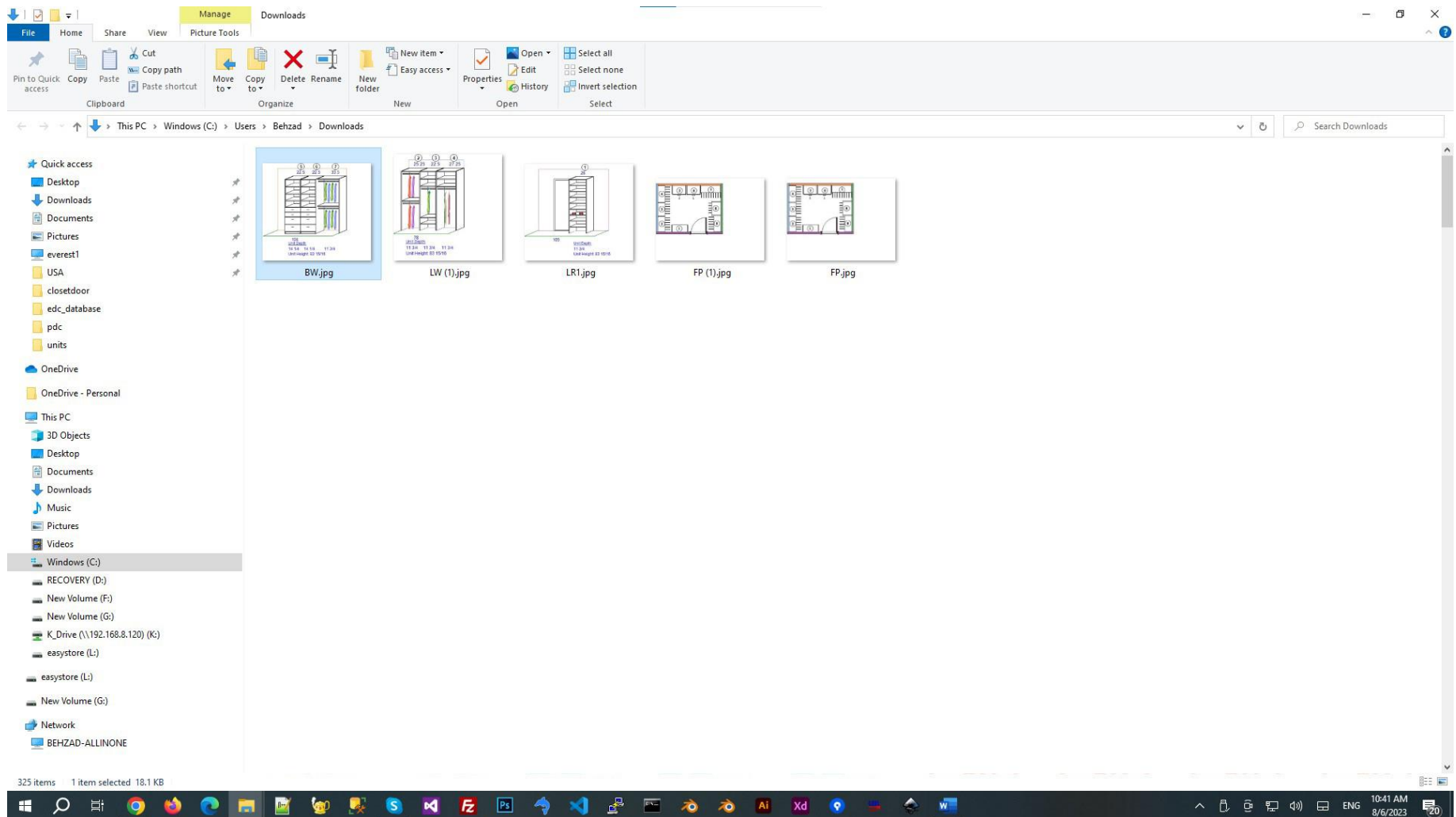
8. Right Click on the Selected images and Press Copy.

9. Open Word document and go to "Layout" tab.
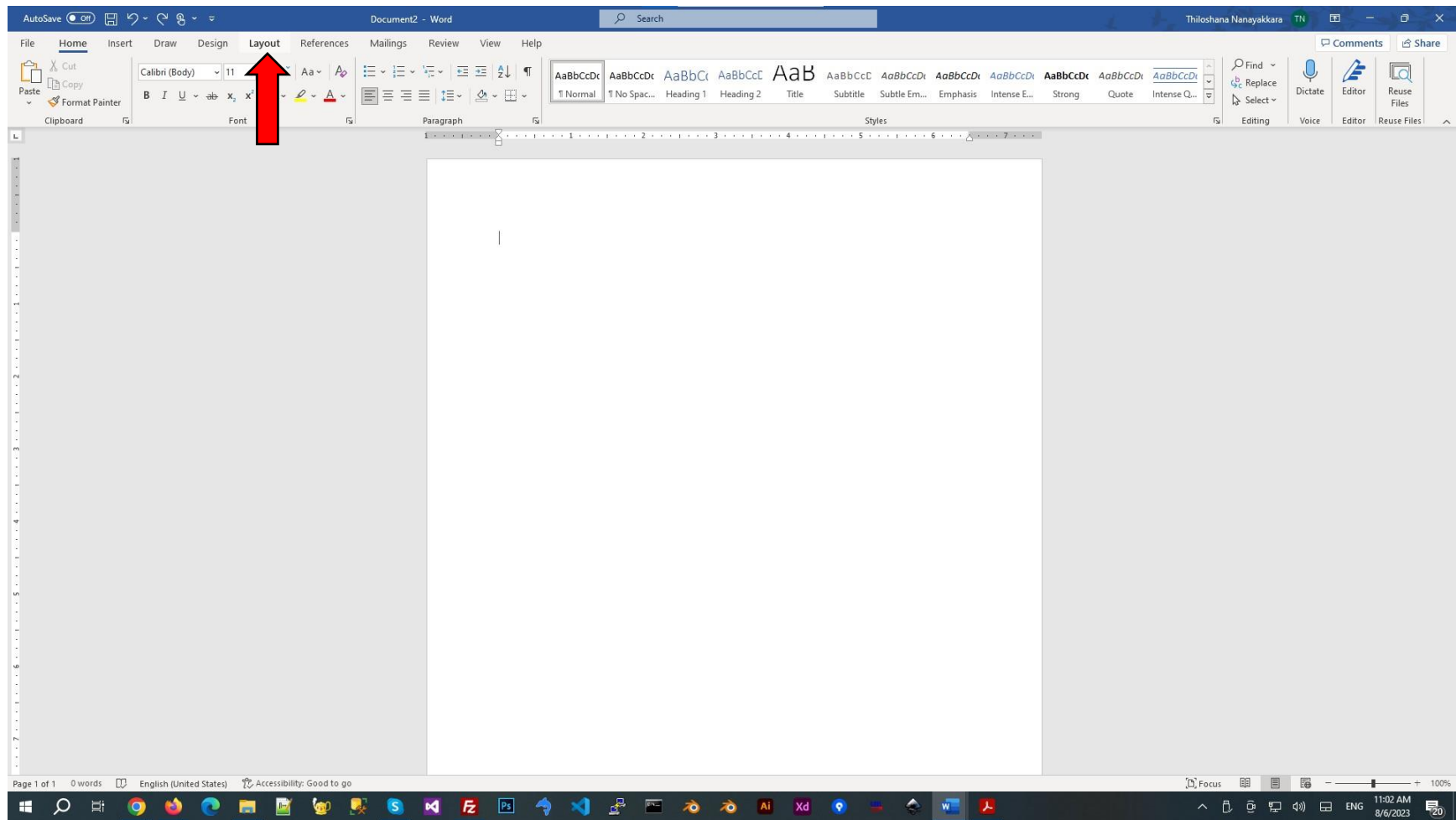
10. Then Click on "Margins" button and Select "Custom Margins"

11. Change the Top Margin Value to 2.5".

12.Right Click on the middle of the Word document and Click Paste.

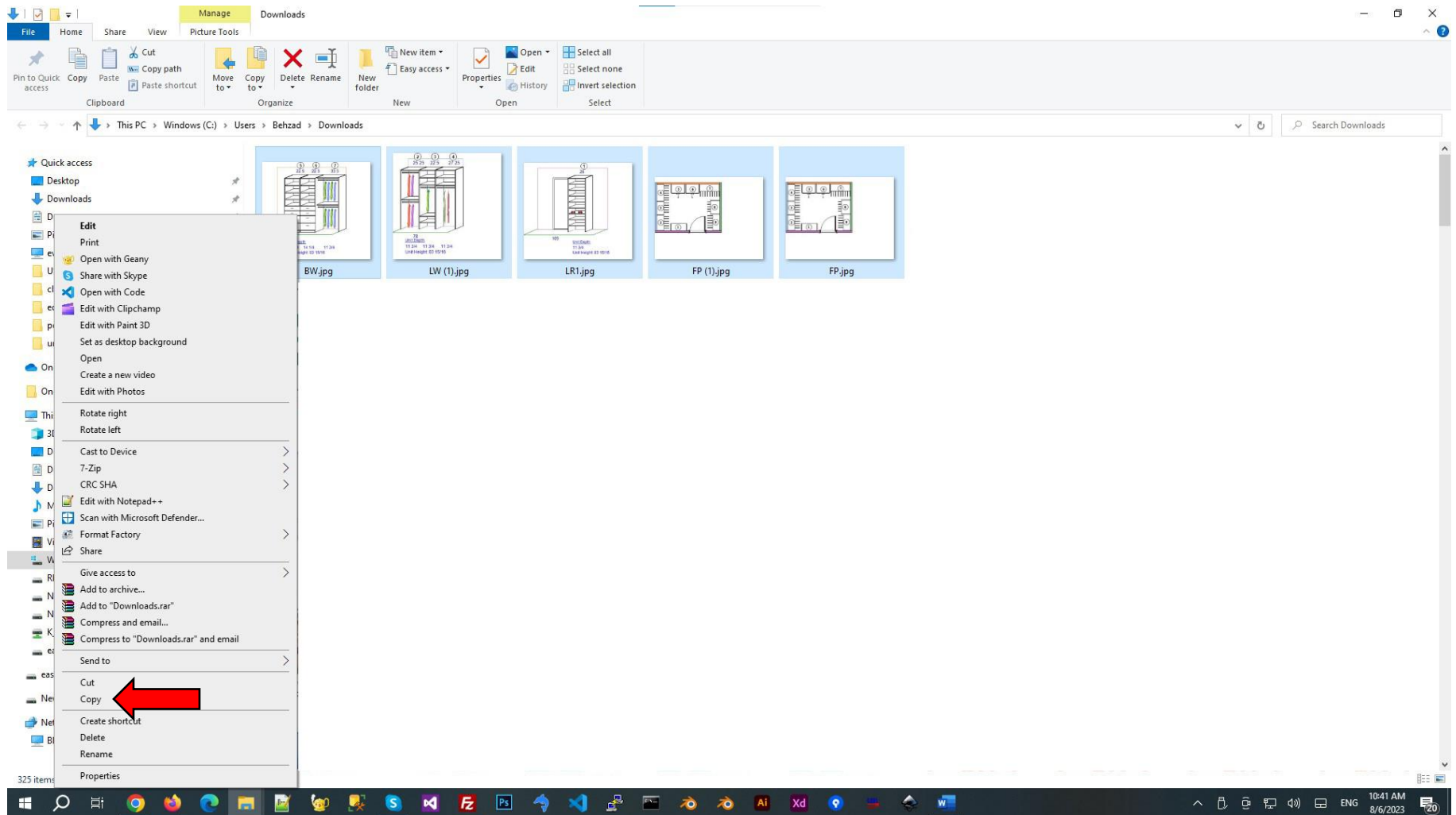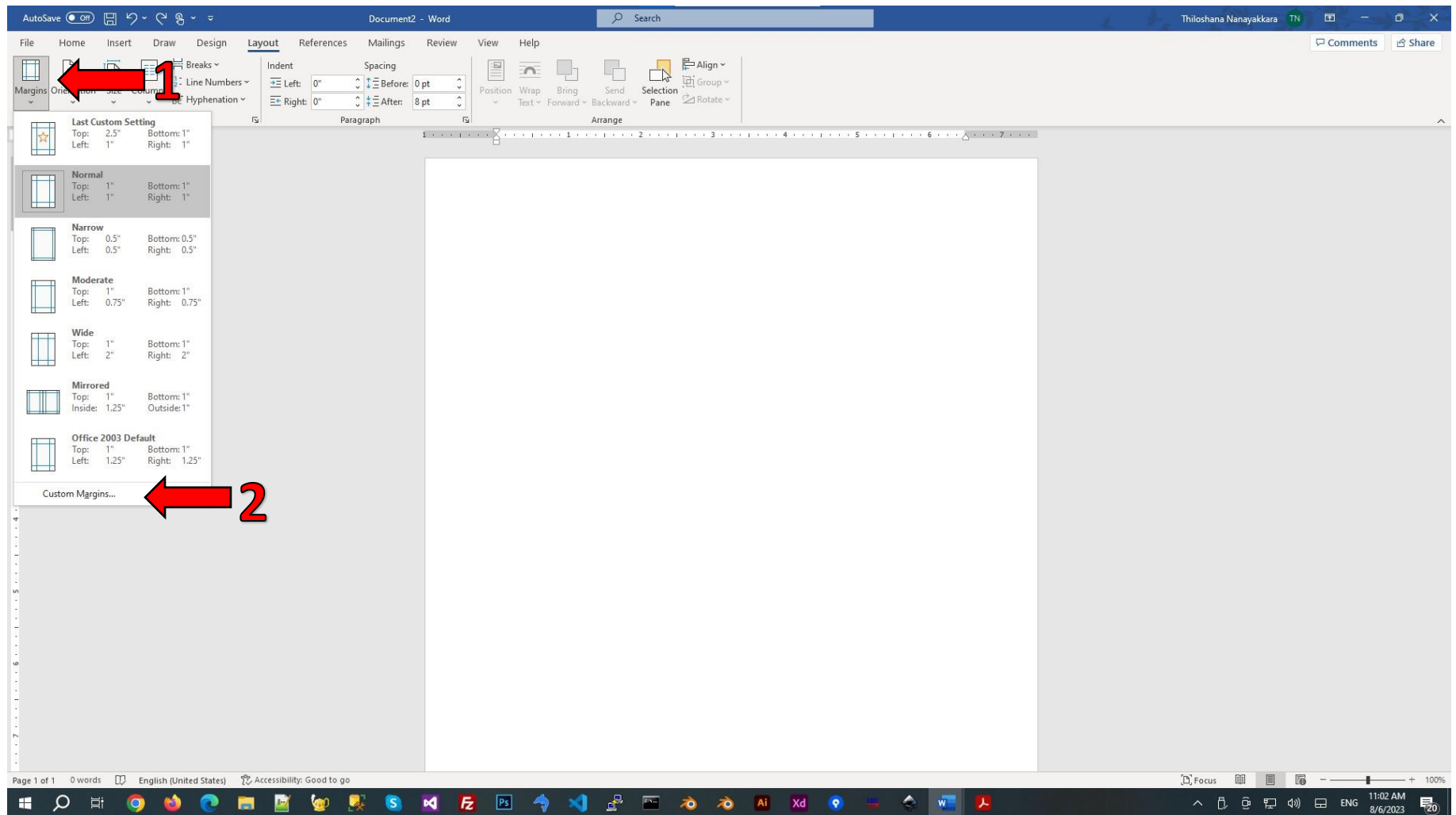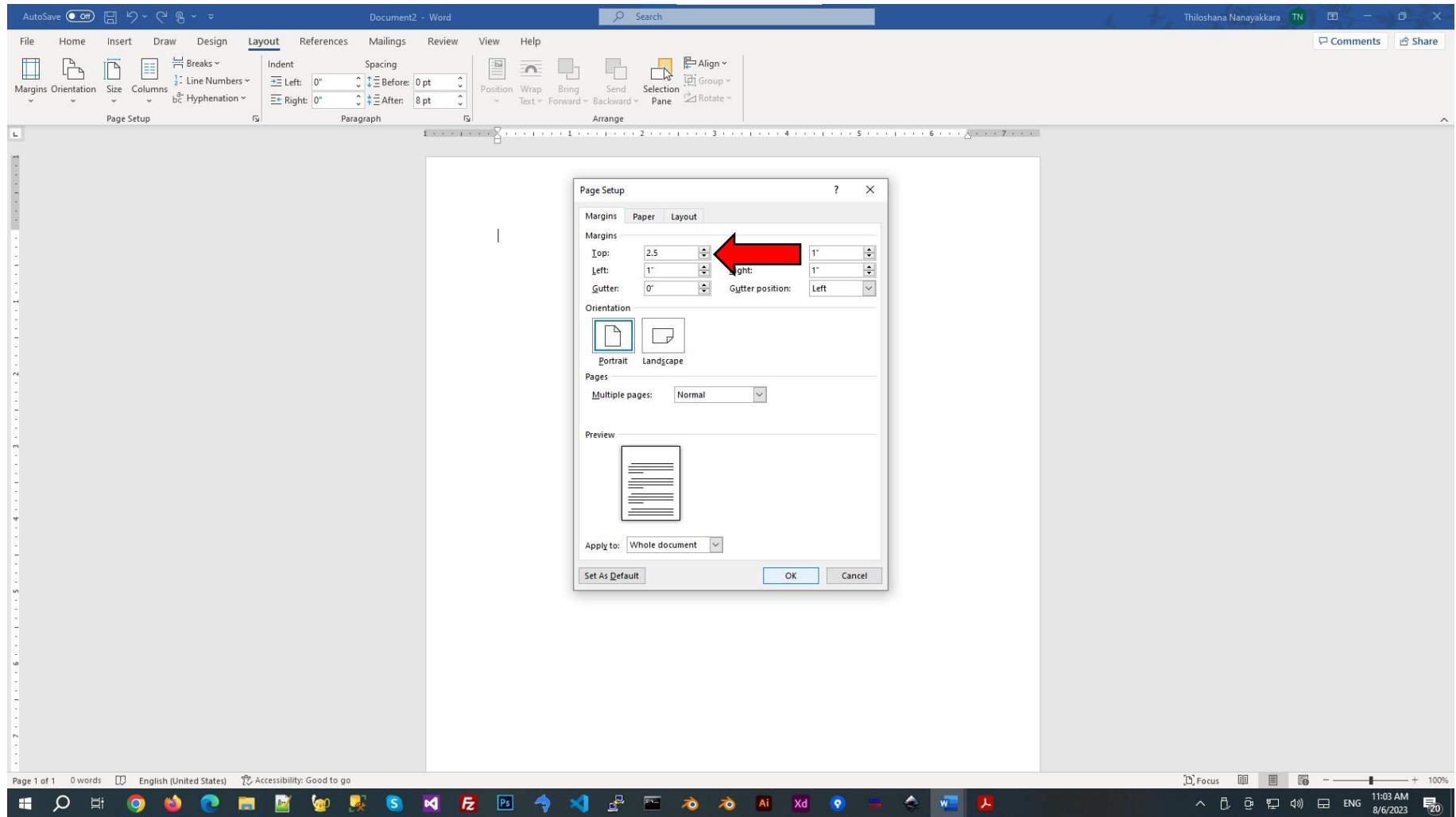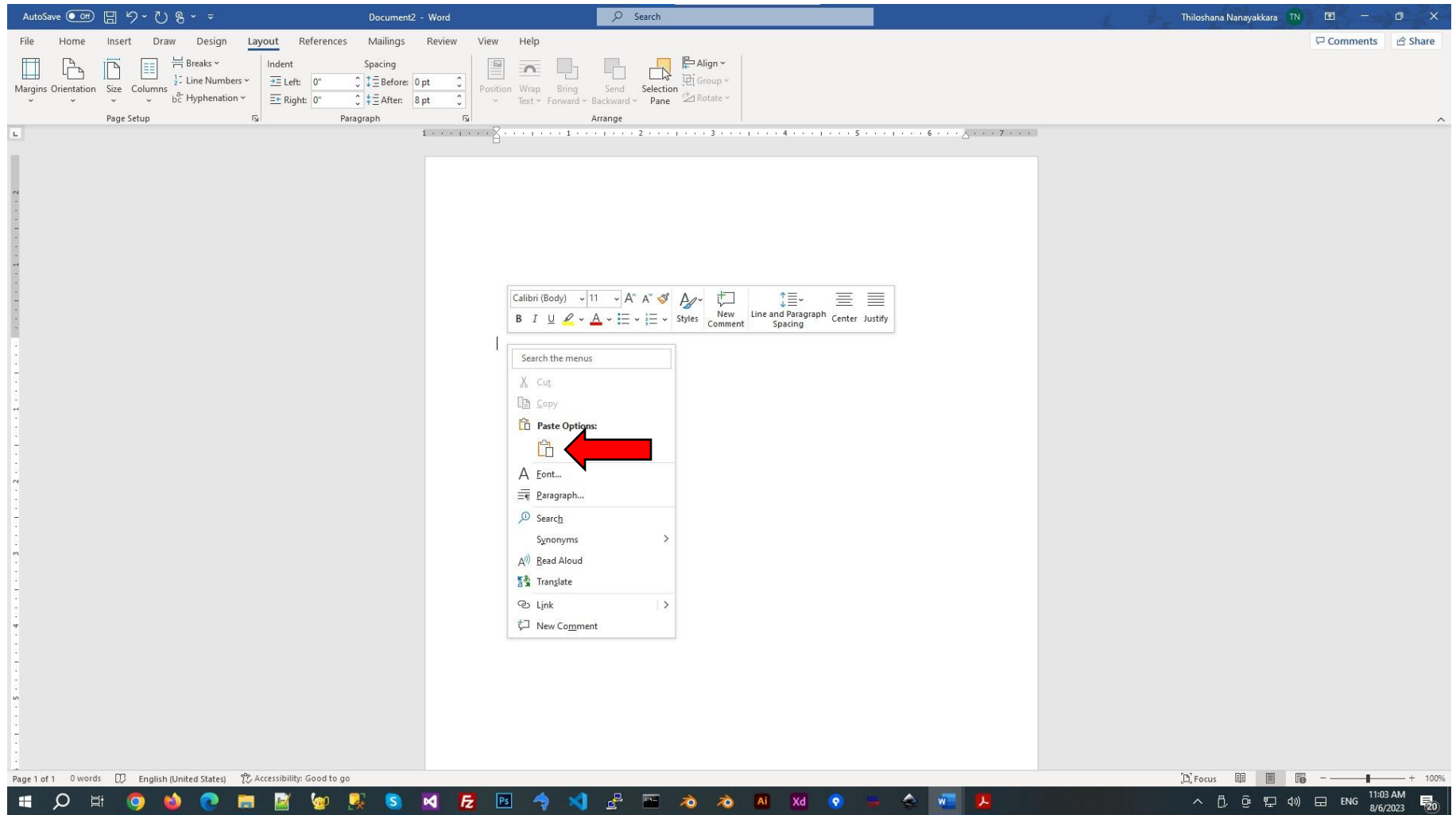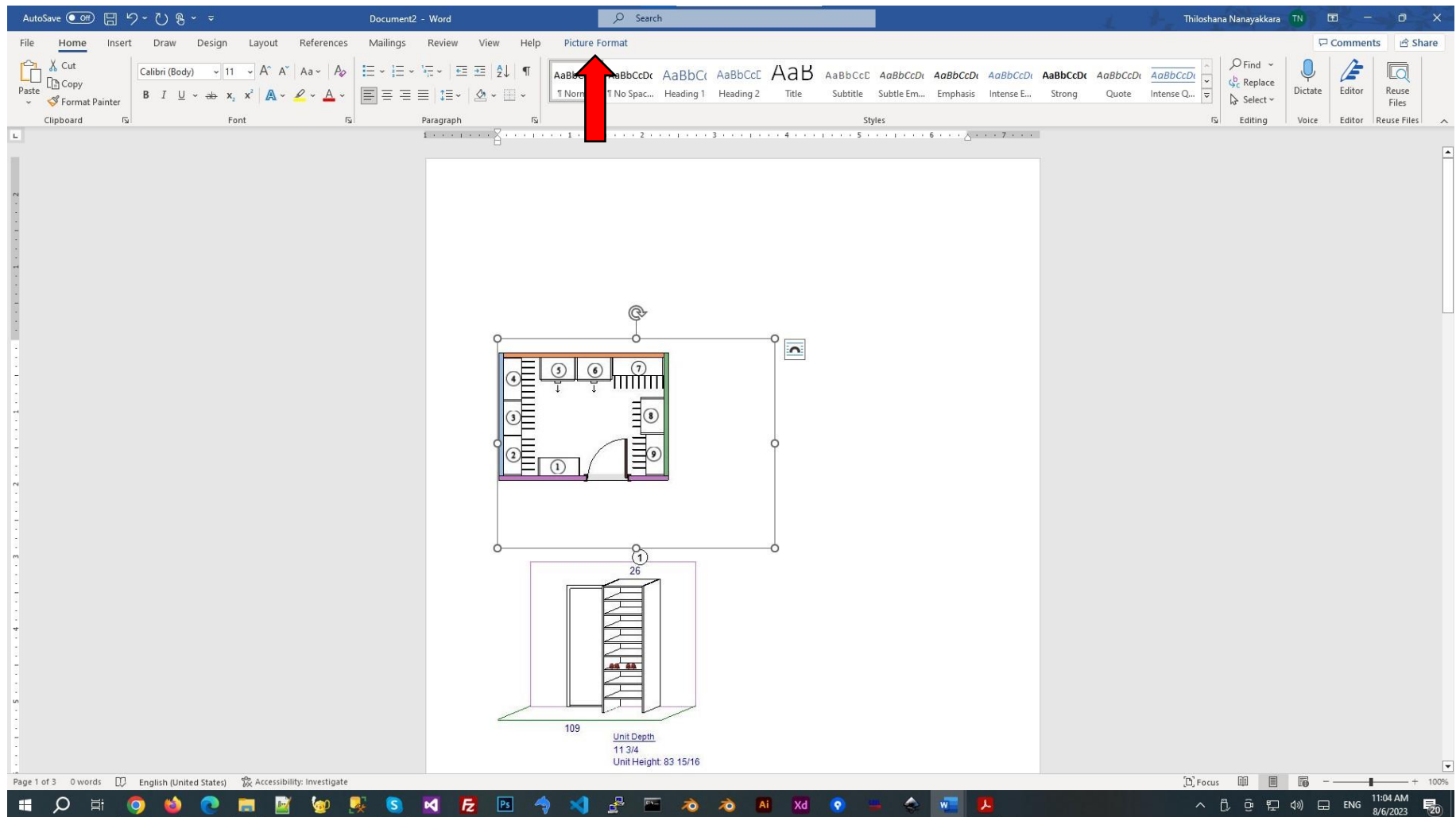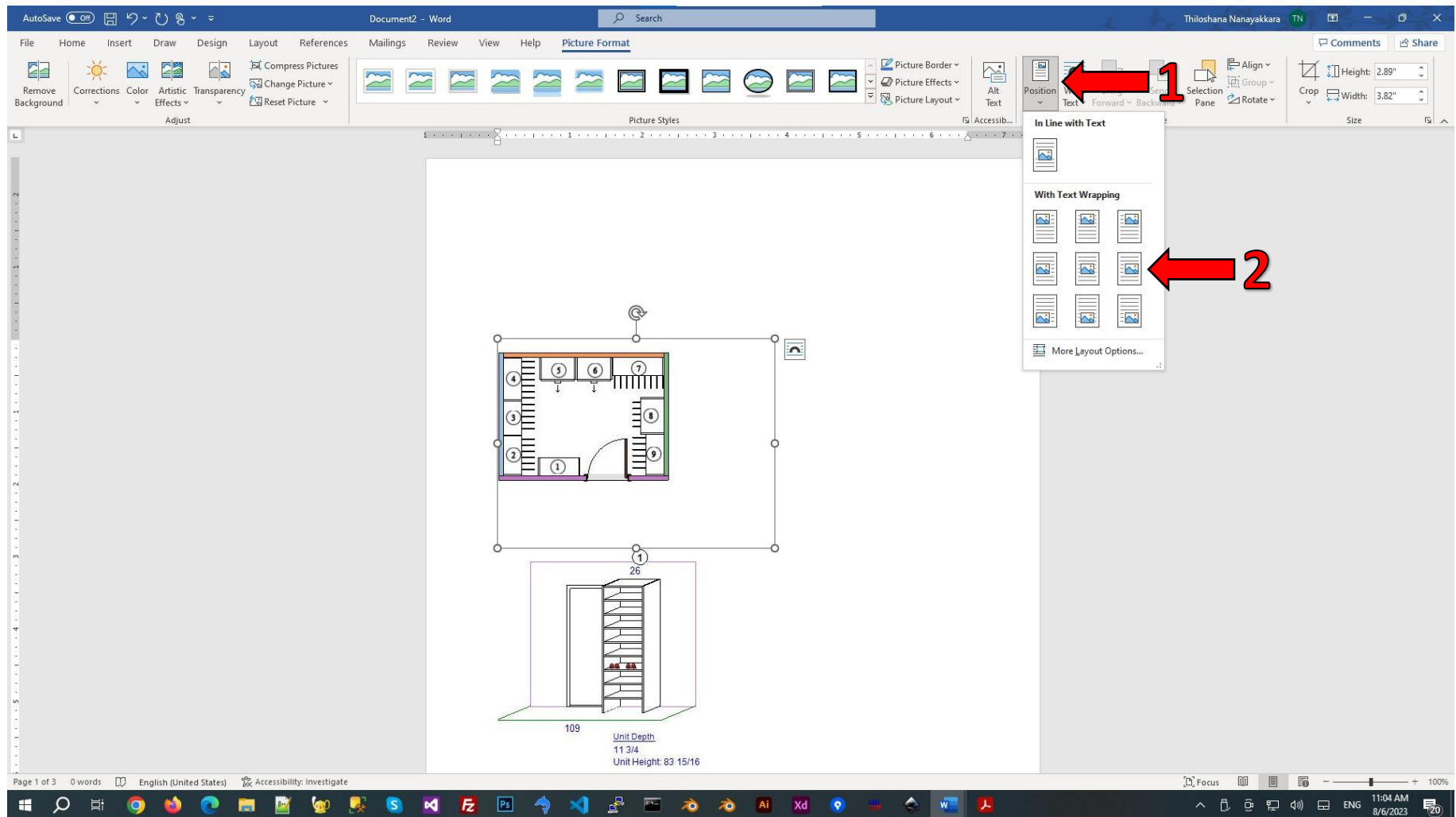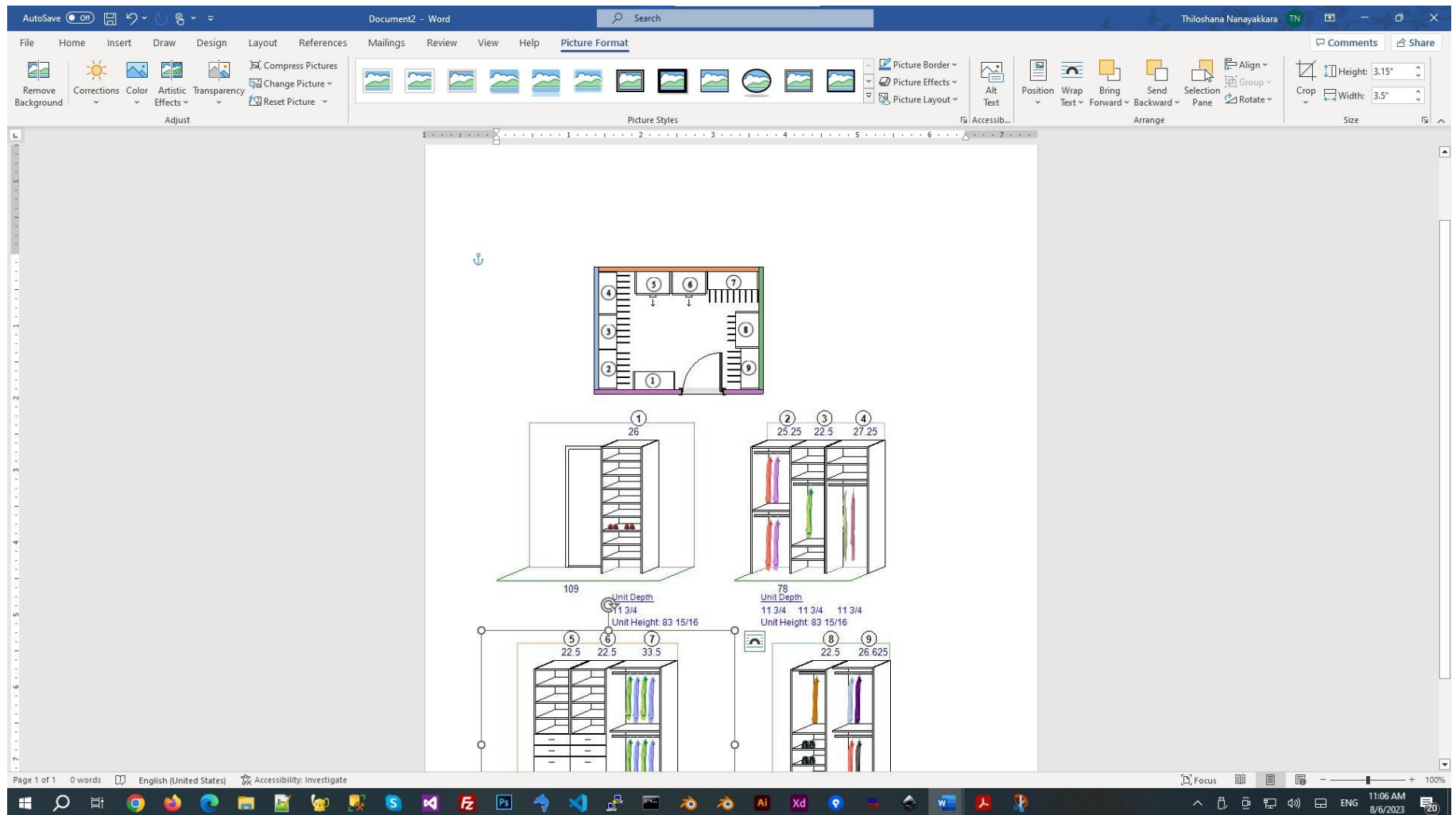13.To Arrange the drawings the way you want, Select a drawing and go to "Picture Format" tab.
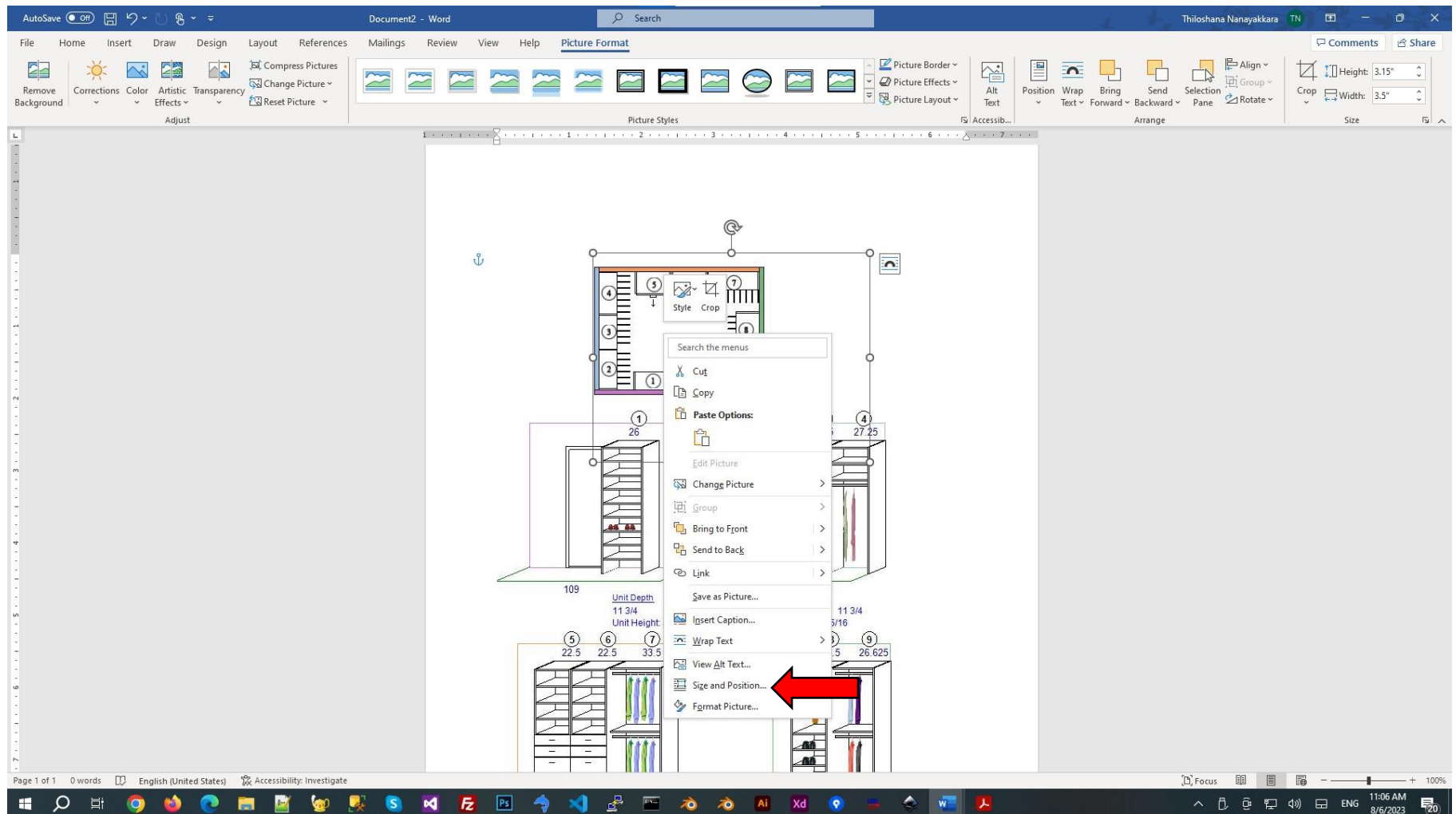
14. From the "Picture Format" Tab Click on the "Position" Button and Select the image position.
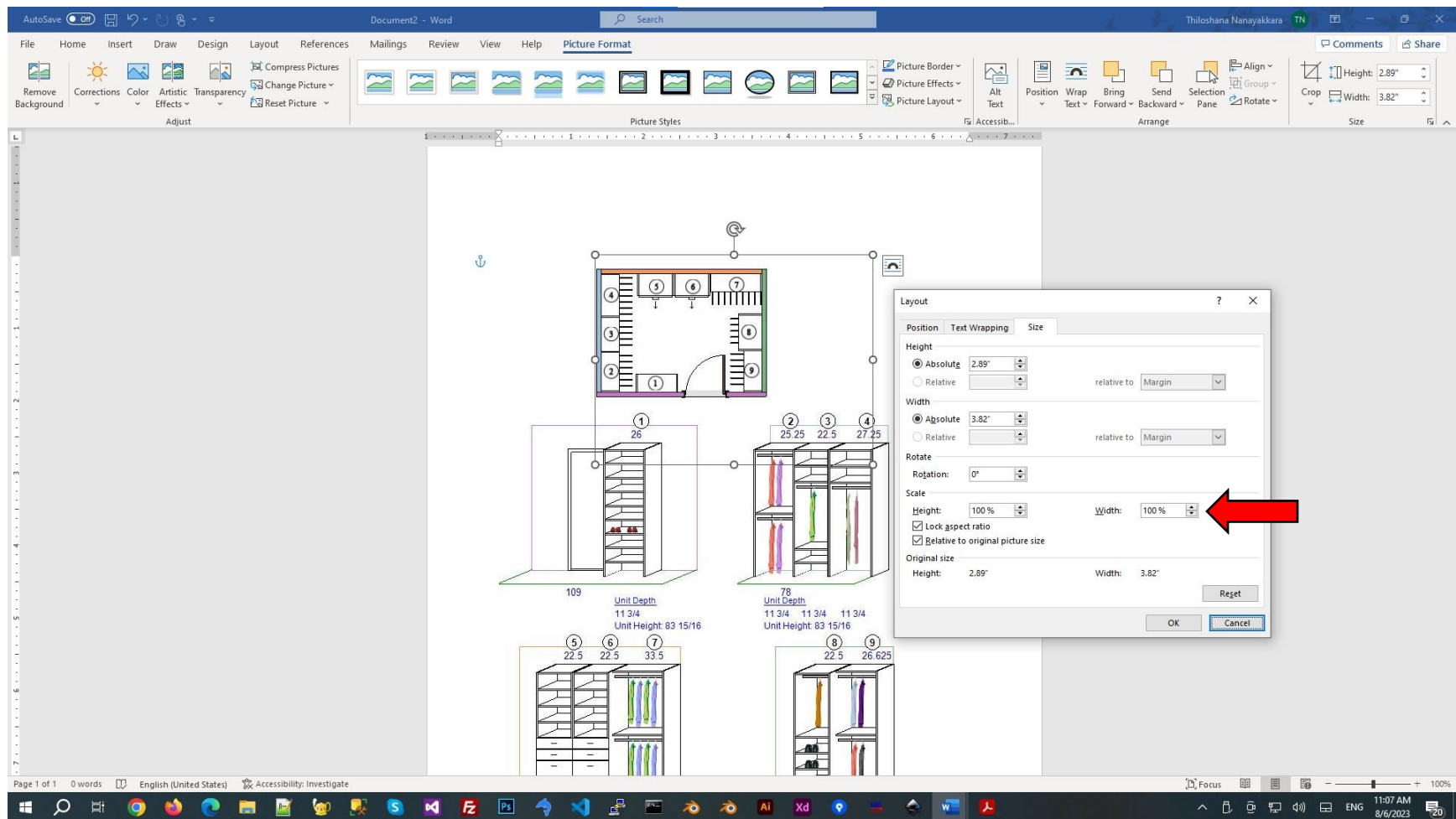
15. Then you can arrange the drawings the way you want.

16. If you want to change the image Scale, Right Click on the image which you want to scale. Then select "Size and Position" from the list.

17. Give a scale to your image and click "OK".

18. Then go to ACS "Design a Closet" page.
    a. If your Drawing arrangement is Portrait, then Select "Template w/o watermark P"
    b. If your Drawing arrangement is Landscape, then Select "Template w/o watermark L"

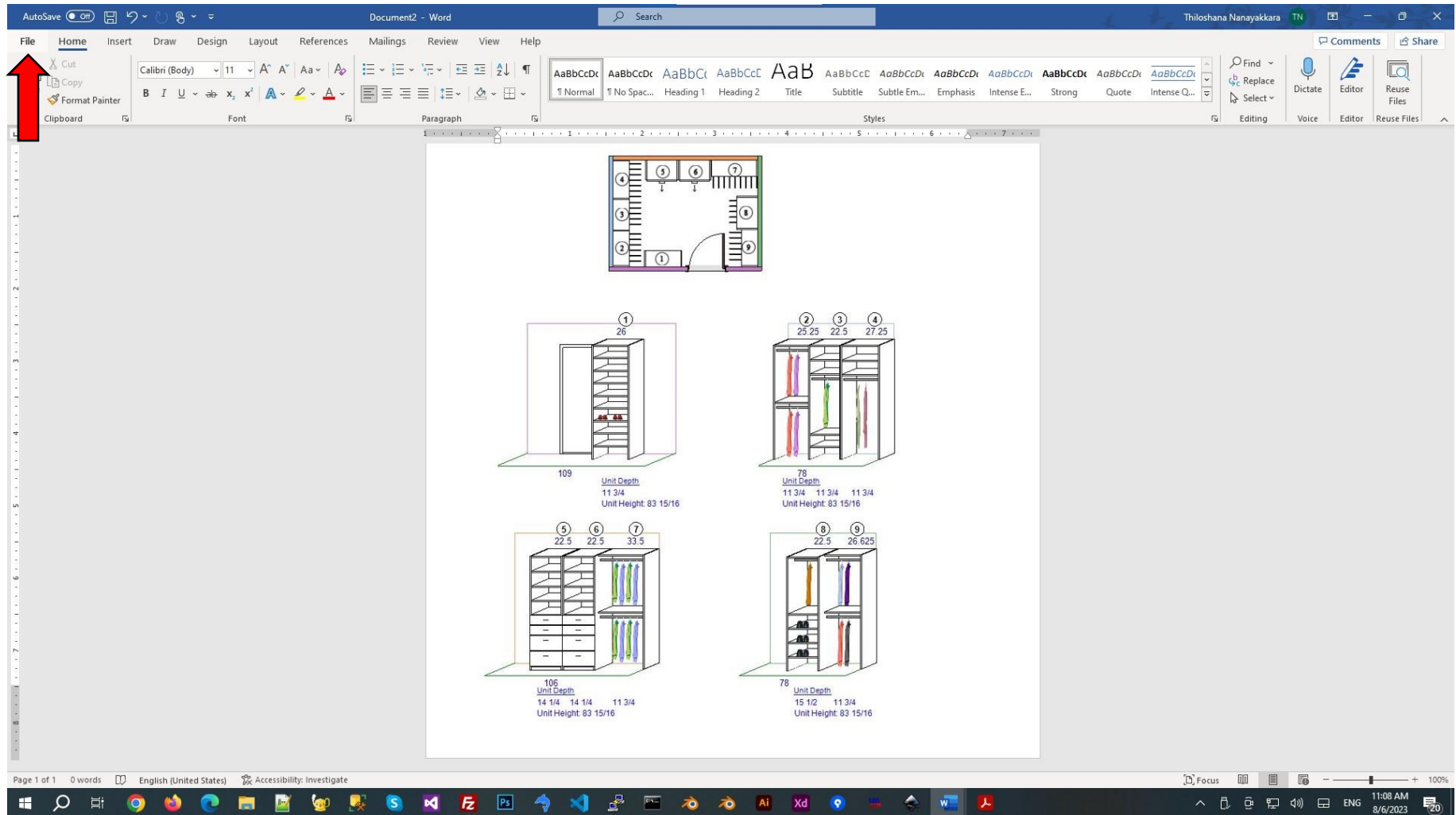## 19. Then Click on Print.

20. Then put that printed Paper to the printer again.
21. Now go to the Word Document which you created and Click on file.

22.Then Click on Print.