

Guidance on printing the Request for Support form in large print

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Finestra Portal

At the bottom of the last page of the Request for Support form you are presented with a green **'Finish'** button.



Would you like an email confirmation that your request for support has been received? *

Please note – This will not be a copy of the form itself

Yes

No

Previous Finish

The image shows a screenshot of a web form. At the bottom of the form, there are two buttons: 'Previous' (orange) and 'Finish' (green). The 'Finish' button is highlighted with a red rectangular box.

Clicking on the green **'Finish'** button enables you to review the information you've entered into the form.

At the bottom of the review form page you have the option to **'Edit'** or **'Confirm'** the information you have entered.

Would you like an email confirmation that your request for support has been received?

No

Edit Confirm

This screenshot shows a confirmation dialog box with a question and a 'No' response. At the bottom, there are two buttons: 'Edit' and 'Confirm'. The 'Confirm' button is highlighted with a red square.

Clicking on the green **'Confirm'** button submits the Request for Support to the Children and Families Hub.
Immediately after the form is submitted, two orange buttons, **'Close'** and **'Print'** appear in the top right-hand side of the page. Click on the **'Print'** button.

Essex Effective Support For Families and Children

Close Print

Request for Support

Essex County Council

Your answers

Are you
Professional

Do the parent(s)/ carer(s) / Young Person (16 Years Plus) give consent to sharing of information?

This screenshot shows the 'Request for Support' form submission page. At the top right, there are two orange buttons: 'Close' and 'Print'. The 'Print' button is highlighted with a red square. Below the buttons, the page title 'Request for Support' is displayed, followed by the Essex County Council logo and the heading 'Your answers'. A form field shows 'Are you Professional'. At the bottom, there is a question about consent to sharing information.

At the bottom of your screen a bar appears and with the question 'Do you want to open or save **Request for Support.pdf** (105 KB) from **essexeffectivesupport.org.uk**'?

Essex Effective Support For Families and Children

Close Print

Request for Support

Essex County Council

Your answers

Are you
Professional

Do the parent(s) / carer(s) / Young Person (16 Years Plus) give consent to sharing of information?

Do you want to open or save Request for Support.pdf (105 KB) from essexeffectivesupport.org.uk?

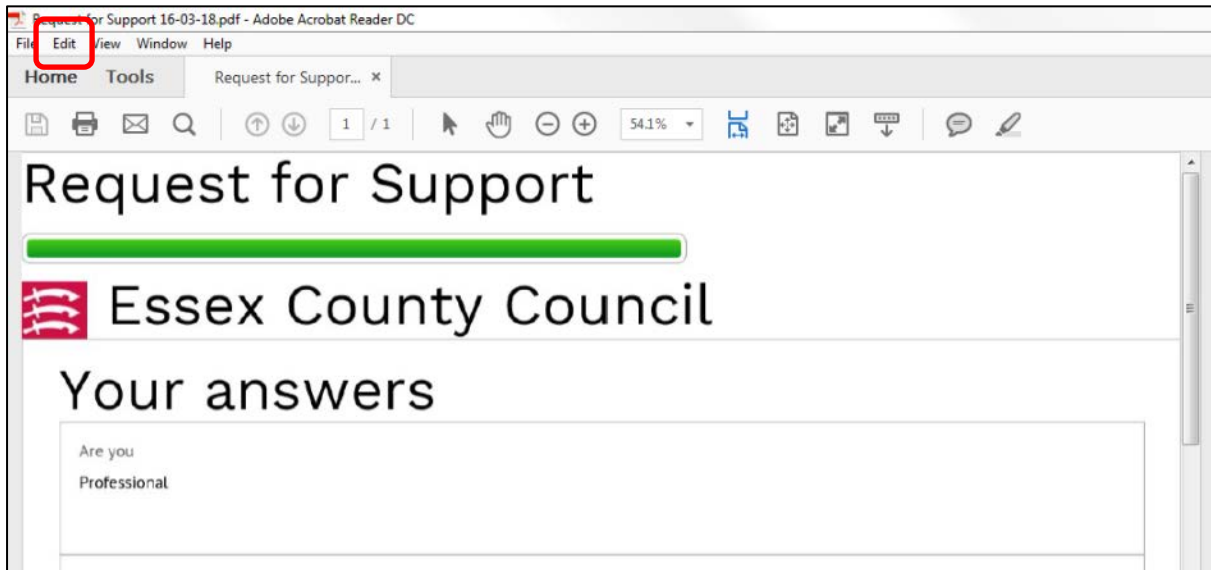
Open Save Cancel

This screenshot shows the same 'Request for Support' form submission page as above, but with a yellow dialog box at the bottom. The dialog box contains the text 'Do you want to open or save Request for Support.pdf (105 KB) from essexeffectivesupport.org.uk?'. At the bottom of the dialog box, there are three buttons: 'Open', 'Save', and 'Cancel'. The 'Open' button is highlighted with a red square.

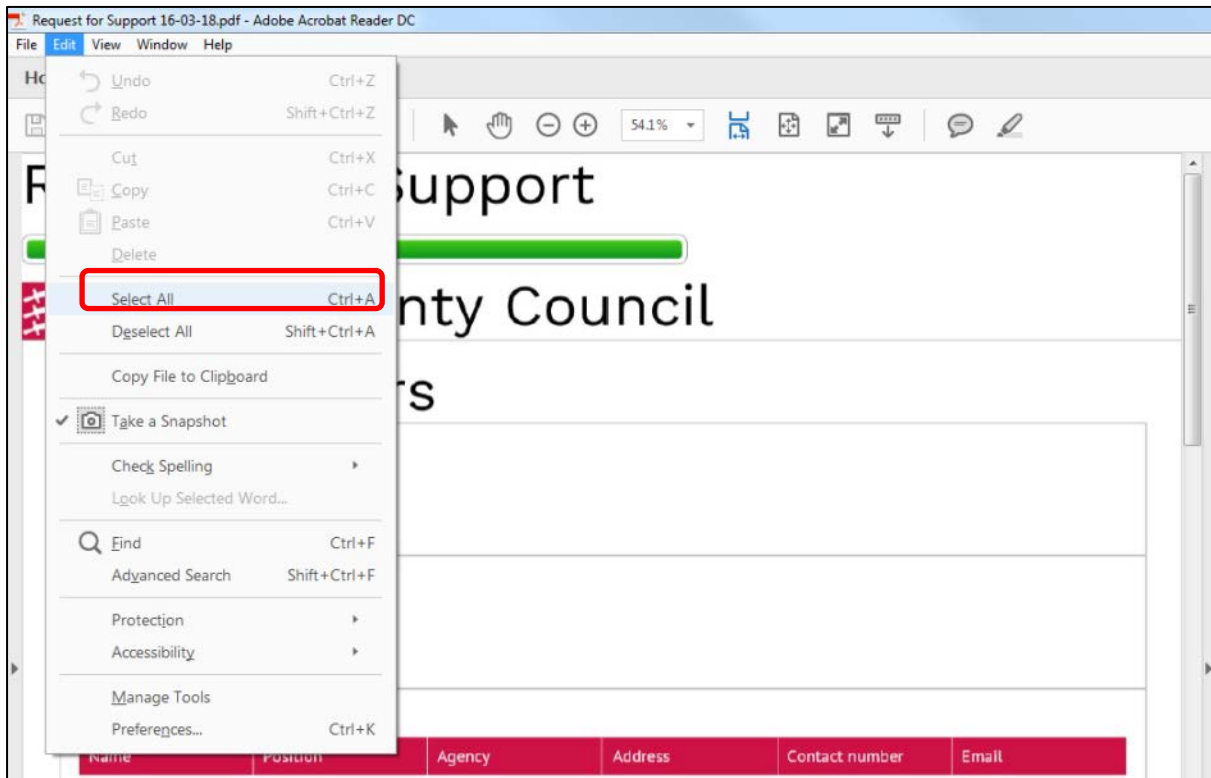
Clicking on the **'Open'** grey button within this bar opens a PDF Version of the Request for Support form you have submitted.

Adobe Acrobat Reader

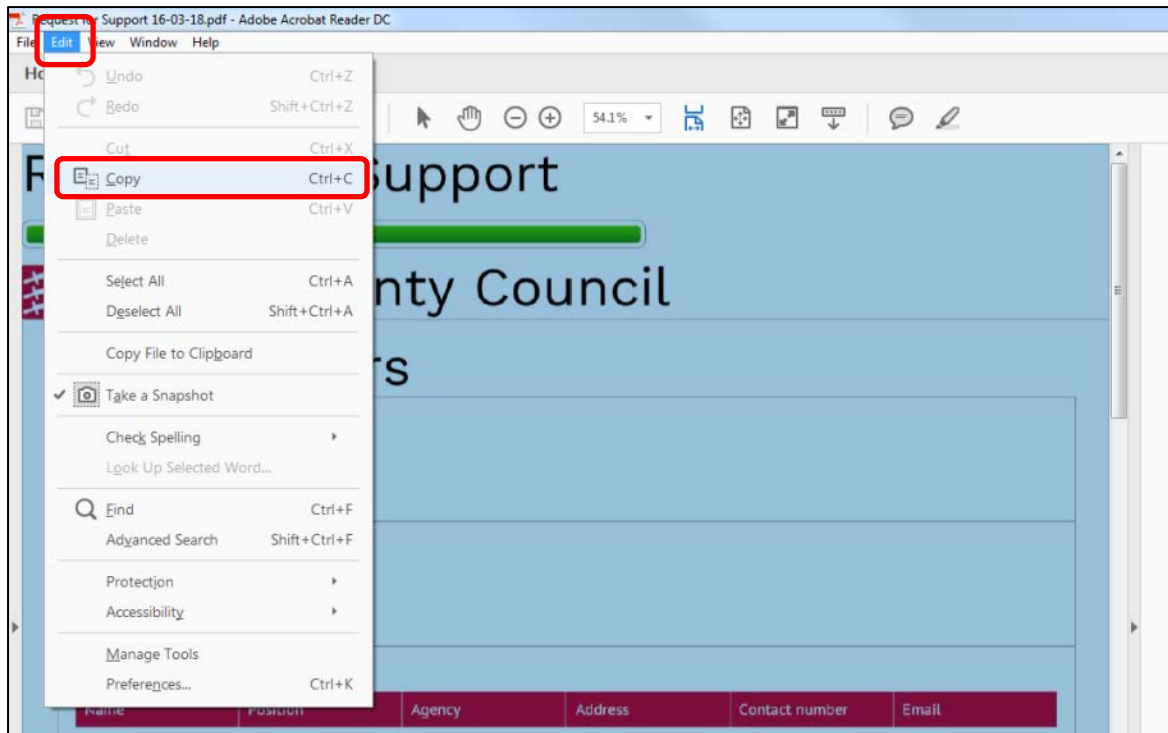
To print the document in large (readable) print select **Edit**.



Click **Select All** or use **CTRL+A** to select the whole PDF document.



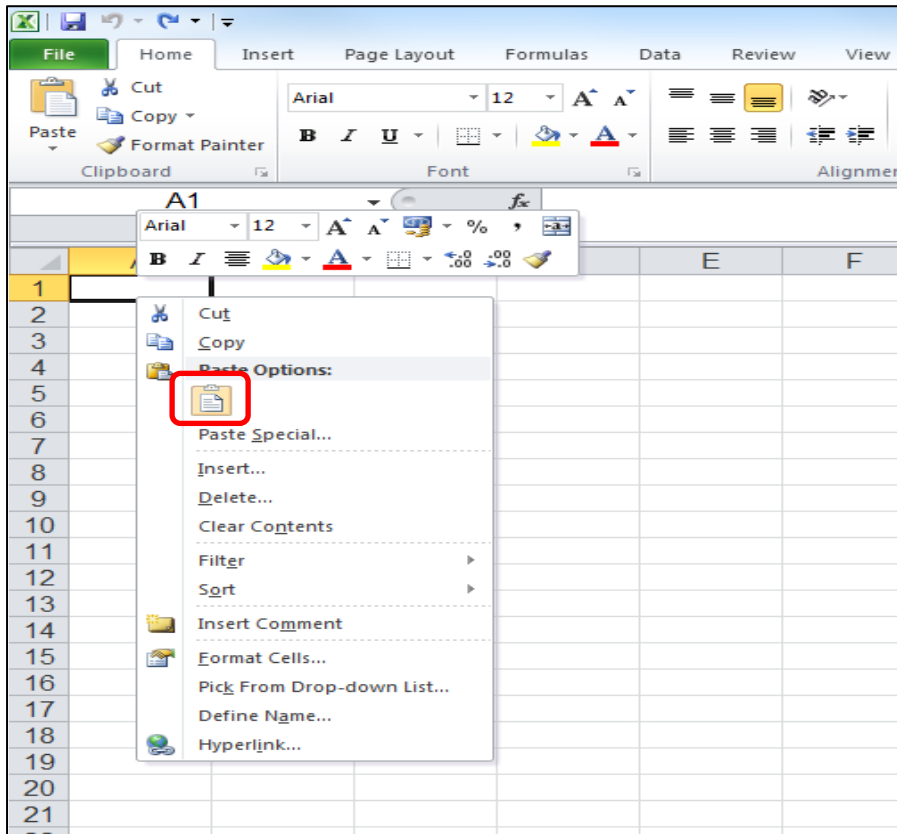
The whole document will now be highlighted. Select **Edit** again and then click **Copy** or use **CTRL+C** to copy the whole PDF document.



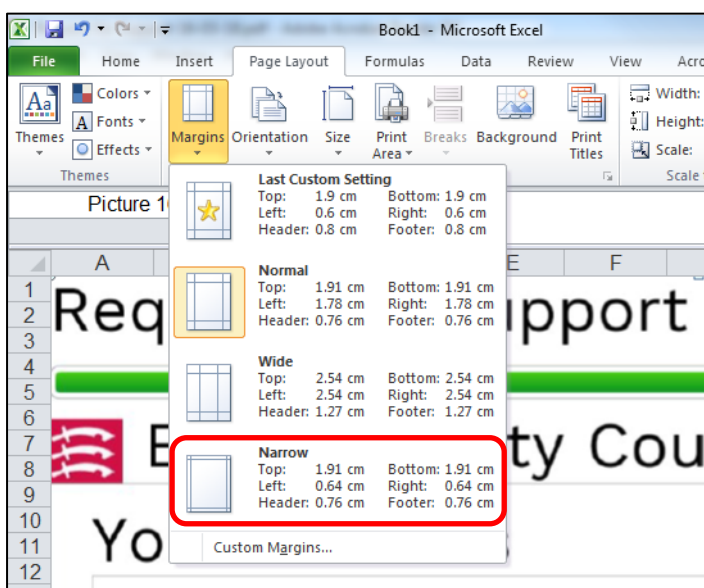
Open Microsoft Excel.

Microsoft Excel

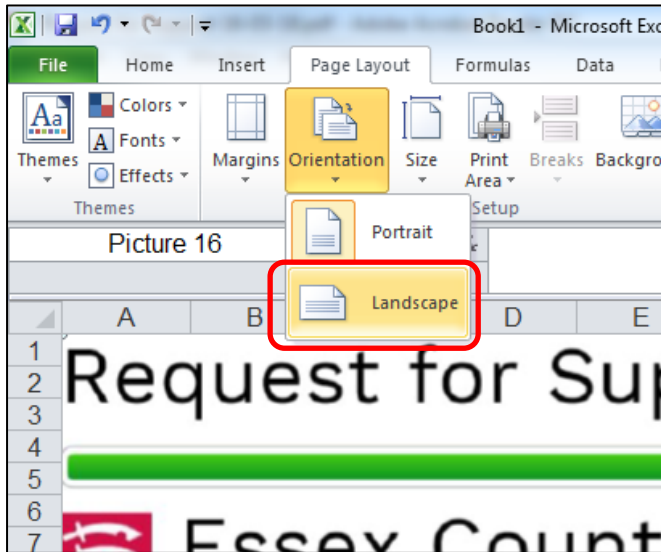
Select Cell A1 (by clicking into it). Click the right Mouse Button and select within Paste Options **Paste (P)** to copy the PDF. Alternatively you can use **CTRL+V**.



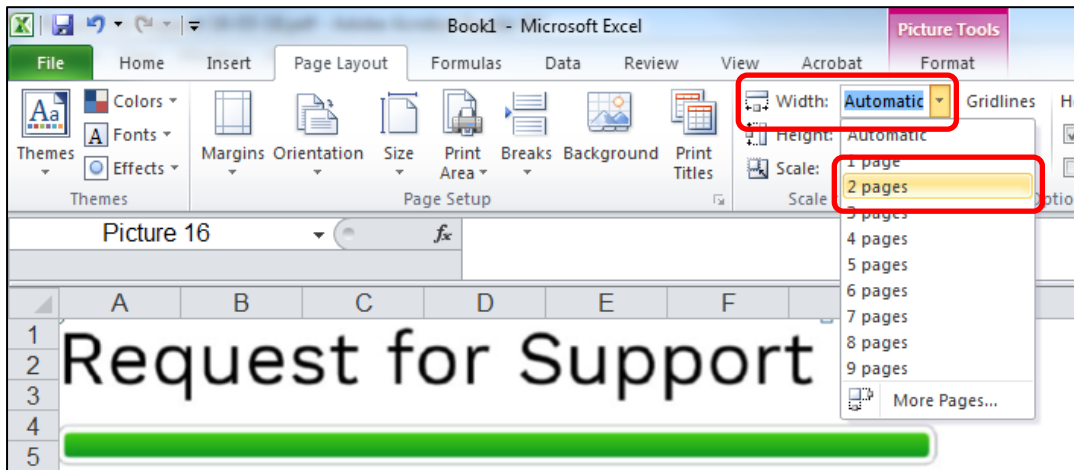
This will create a copy of the PDF content within Excel.
Select the **Page Layout** tab to change the setting to allow larger print.
Click **Margins** and select **Narrow**.



Click **Orientation** and select **Landscape** (you can leave this on Portrait if you are happy with a medium size printout).



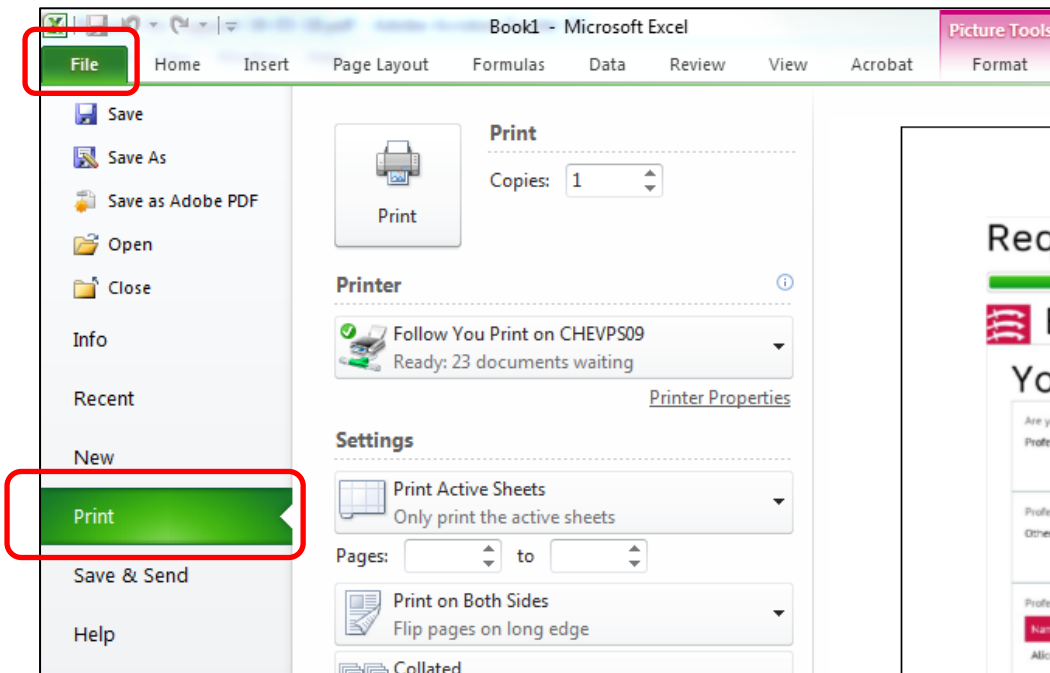
From the drop-down menu for **Width** select **1 page**.



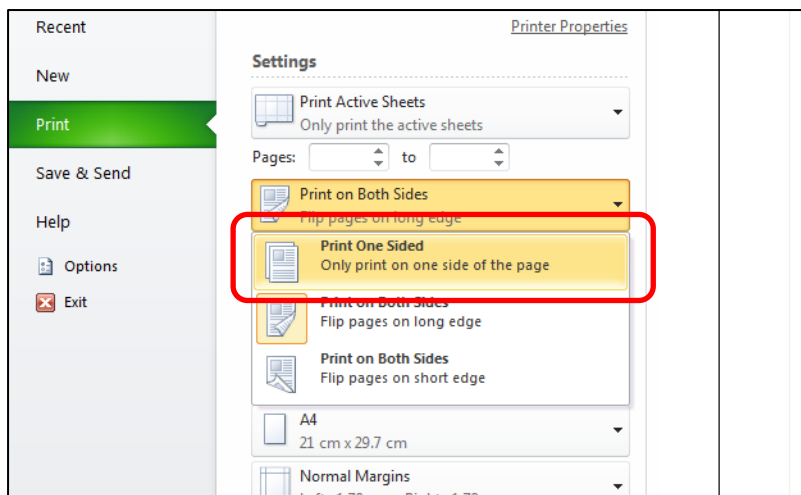
You can now Print or Save a PDF with large printout.

Print

Select **File** and choose **Print**.

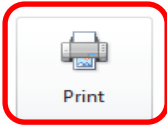


You might have to change the Settings to **Print One Sided**.



Select your available **Printer** (this will be different for every user).
Then click **Print**.

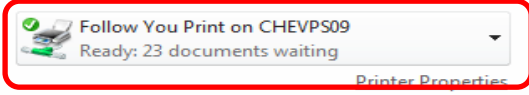
Please note that you can see at the bottom that this document will be printed over the height of 3 pages rather than 1 from the original PDF.



Print

Copies: 1

Printer



Settings

Print Active Sheets
Only print the active sheets

Pages: [] to []

Print on Both Sides
Flip pages on long edge

Collated
1,2,3 1,2,3 1,2,3

No Staples

Portrait Orientation

A4
21 cm x 29.7 cm

Normal Margins
Left: 1.78 cm Right: 1.78 cm

Fit All Columns on One Page
Shrink the printout so that it is one page wide

[Page Setup](#)

Requ

Es

You

Are you
Profession

Profession
Other

Profession

Name
Alice Fer

Do the po
Yes

Please sta
Name
Mother E

Are the ch
Yes

Are the pa
Yes

Please sta
as above

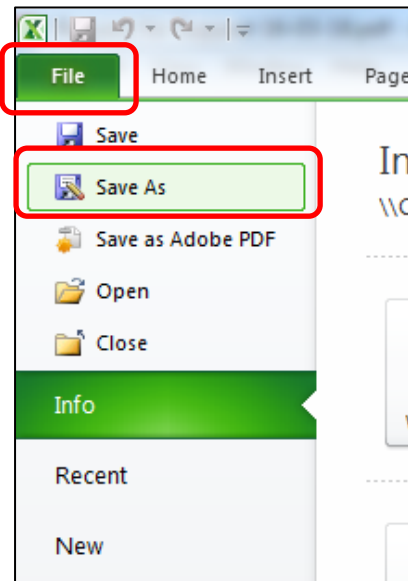
Have the p
Yes

Please din
Father E

Do you kn
Yes

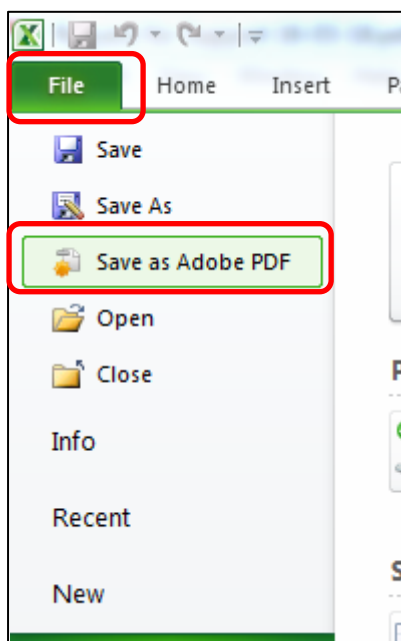
Save a large print PDF

Select **File** and choose **Save as**.

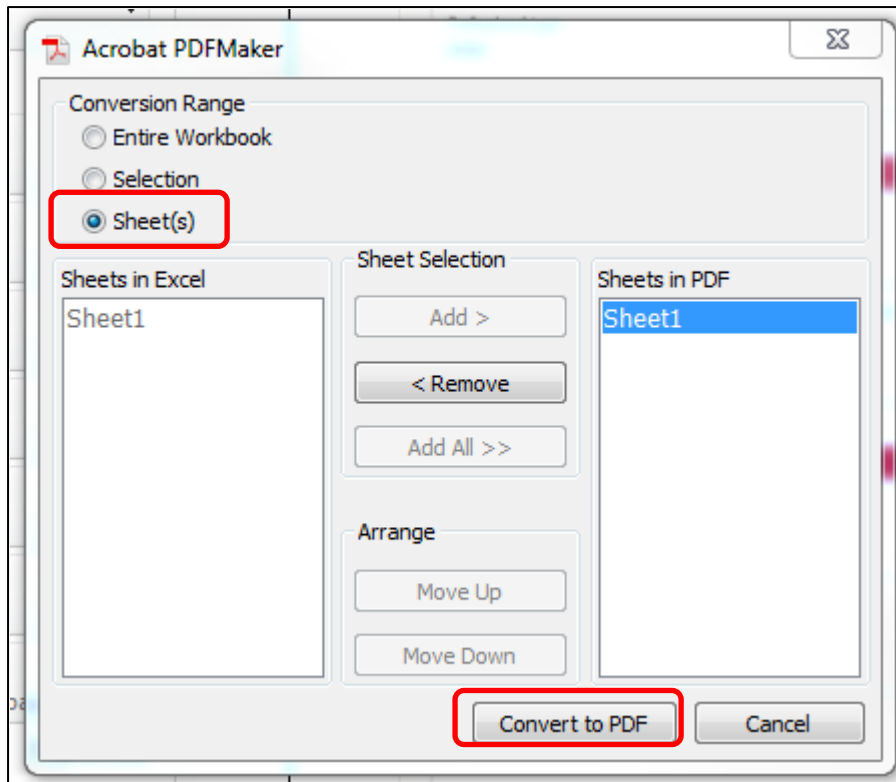


Choose an appropriate name and Save the File.

Select **File** and choose **Save as Adobe PDF**.



A new window will open. Keep selection **Sheet(s)** and click **Convert to PDF**.



Choose an appropriate name and Save the File.

Microsoft Excel will create a PDF and open this PDF in the Adobe Acrobat Reader. This PDF will consist now of several pages in A4 and can be printed in large font without any further changes.