How to print this plan to an approximate scale

It is essential that you follow the steps below in order to print this plan to an approximate scale. Failure to do so will result in distortions in scale.

Go to **File** > **Print**

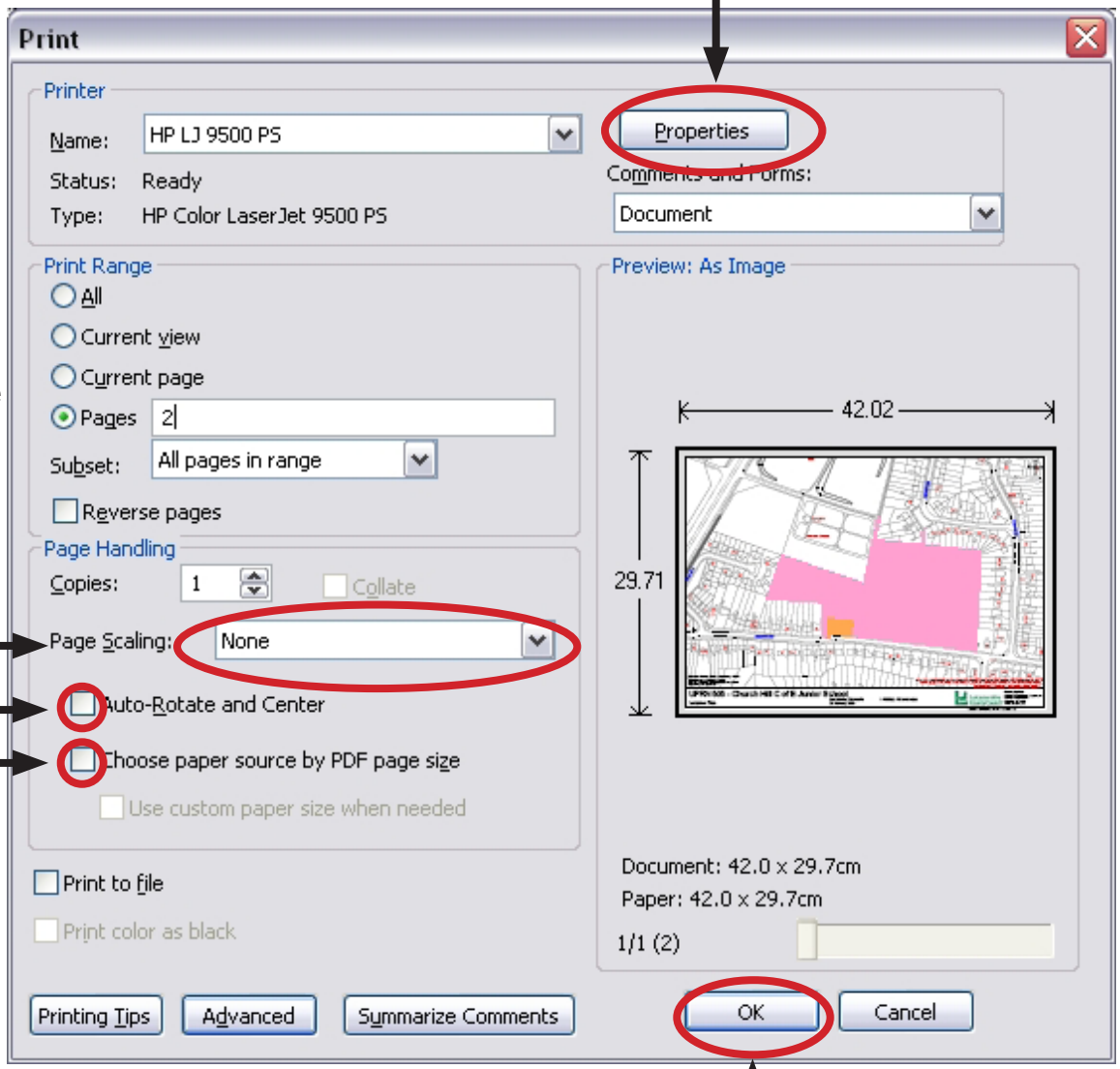
You will be presented with the dialogue box below:

1. Click on “Properties” and set your paper size and orientation according to that shown on the plan (e.g. A4 LANDSCAPE)

2. Make sure Page Scaling is set to “None”

3. Untick “Auto-Rotate and Centre”

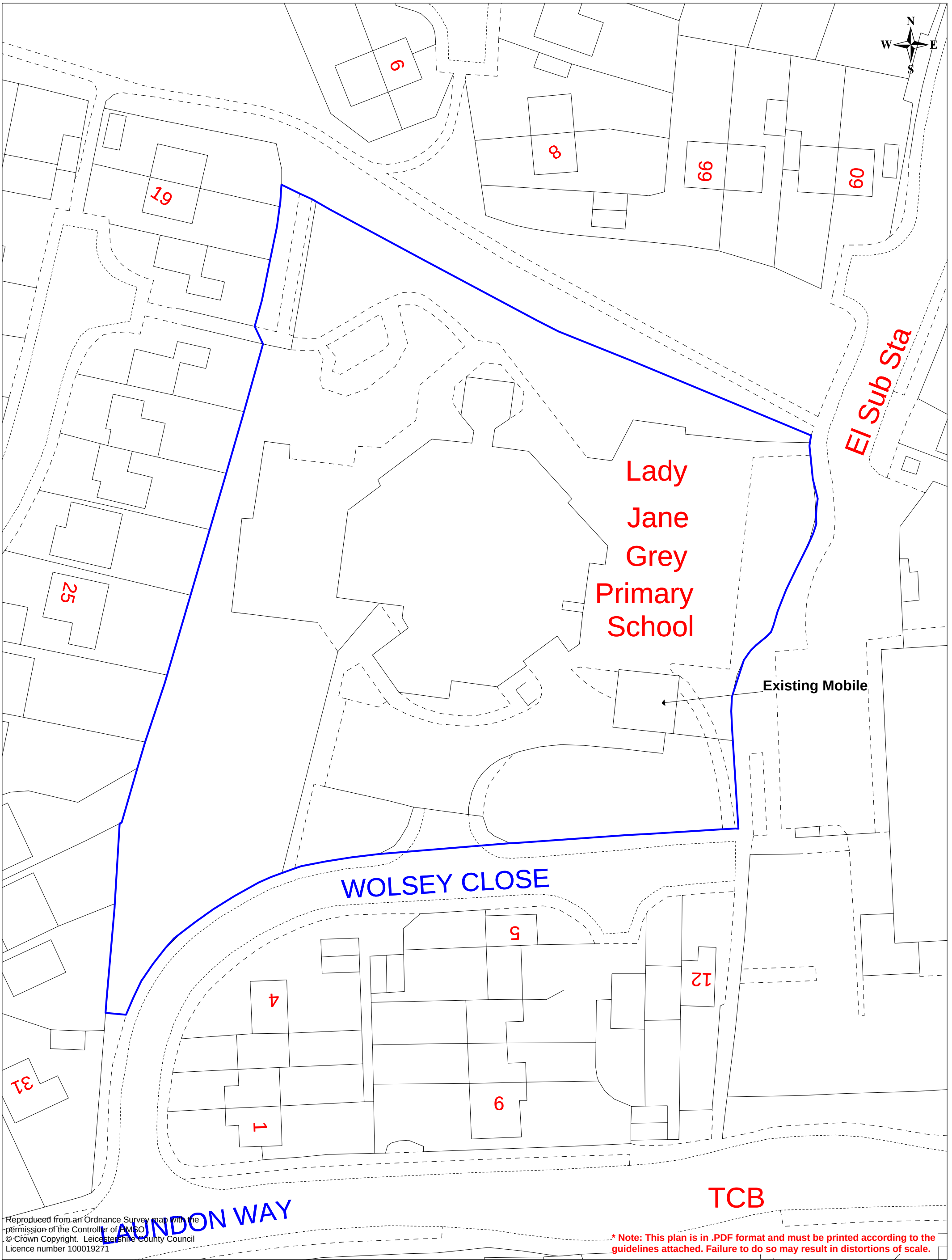
4. Untick “Choose paper source by PDF page size”



5. Click “OK” to print the plan

For further information and help on printing this plan contact the Asset Management Information Team at the address below:

Property Services
Corporate Resources Department
County Hall, Glenfield.
Leicester. LE3 8RE
Tel: 0116 232 3232
Fax: 0116 305 6722
aminfoteam@leics.gov.uk



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*** Note: This plan is in .PDF format and must be printed according to the guidelines attached. Failure to do so may result in distortions of scale.**

Lady Jane Grey Primary School

Groby (UPRN 747)

Compiled by T.Caratella
27 May 2010

Approximate Scale 1:500 @ A3 Portrait
plan_apps_may2010

Leicestershire County Council
Property Services
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