

How to Print a Checksheet From Your Android Device (release/2025-03-17)

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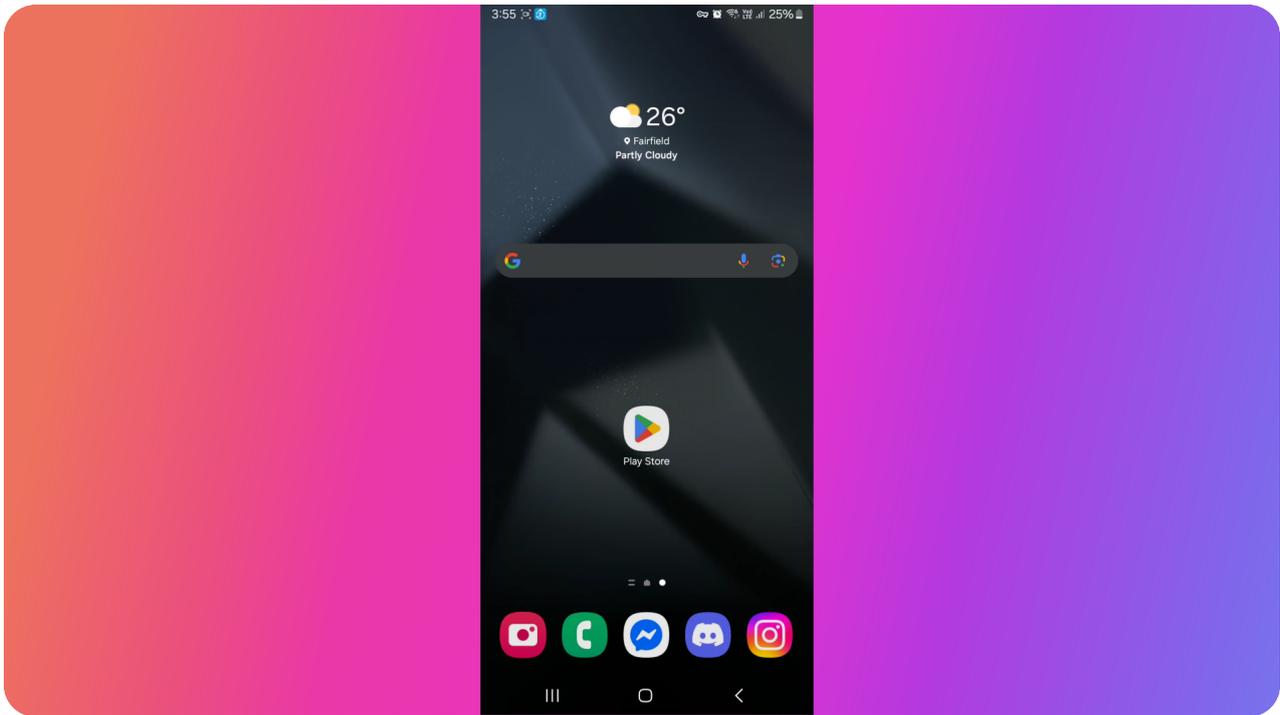
How to Print a
Checksheet From Your
Mobile Device
(Android/Chrome)

This guide will walk you through on how to print an inspection checksheet using your mobile device.

01 You will need some sort of PDF viewer.

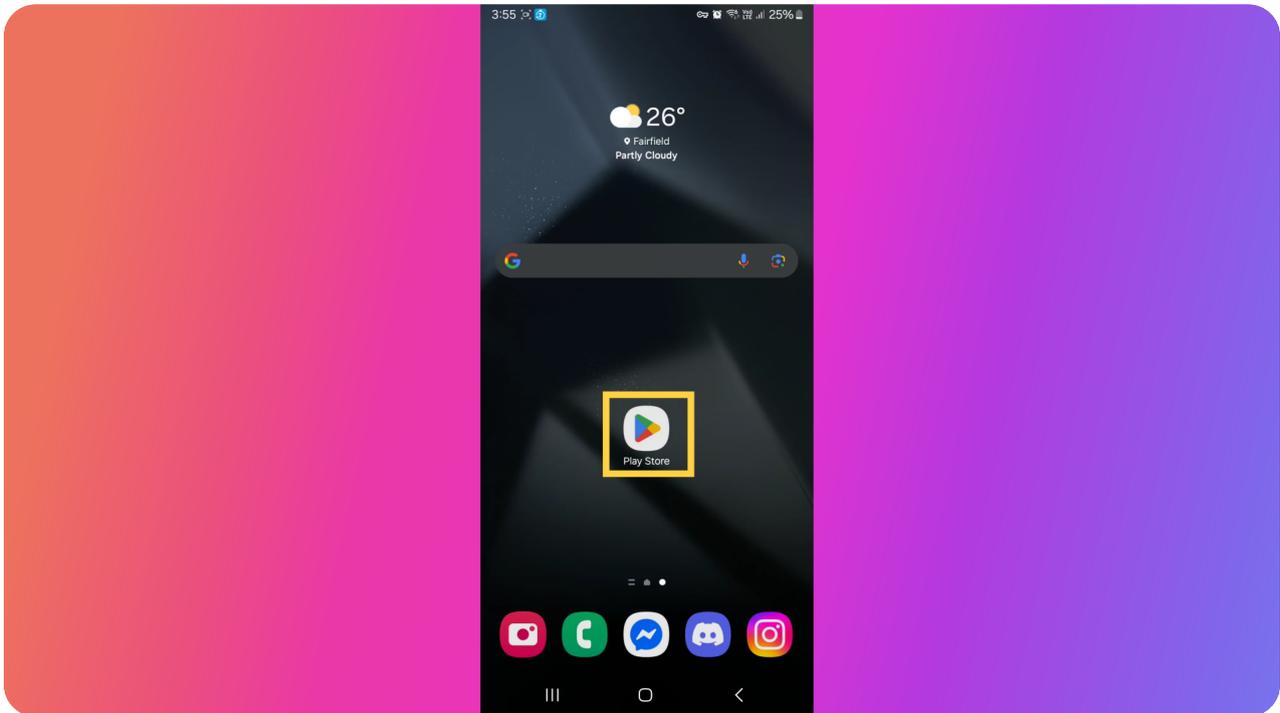
Before you can start printing inspection checksheets, you'll need to have some sort of pdf file viewing installed on your device.

In our case, we will be using Adobe Acrobat. This is what we recommend using since we know that this works for both IOS and Android Devices.



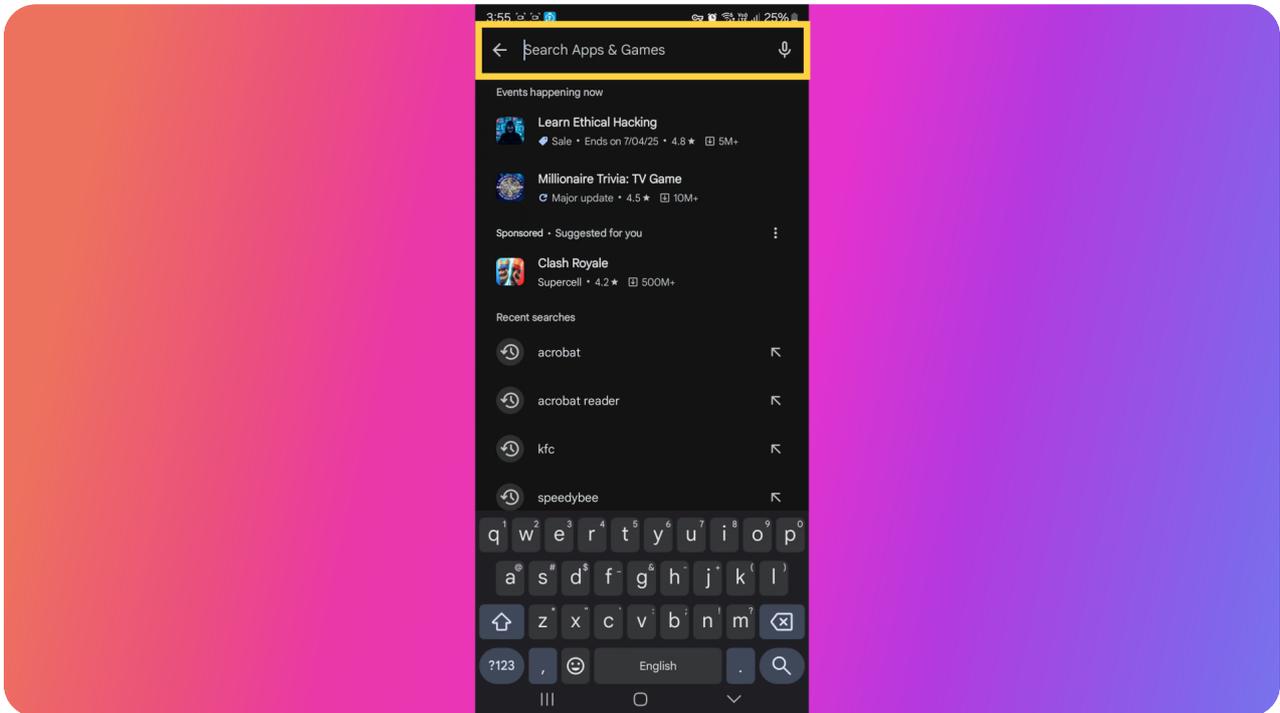
02 Locate Play Store

If you do not have Adobe Acrobat installed yet, locate the Play Store on your device.



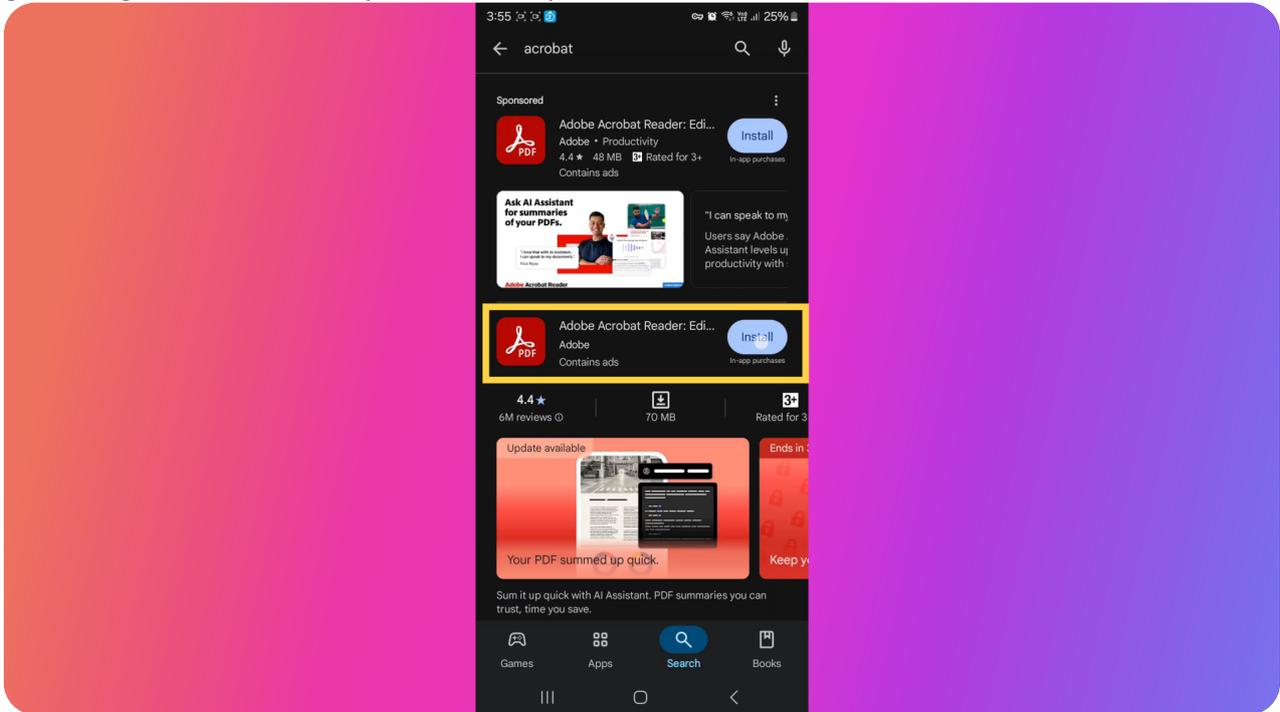
03 Search for Acrobat

And then search up acrobat using the search bar at the top



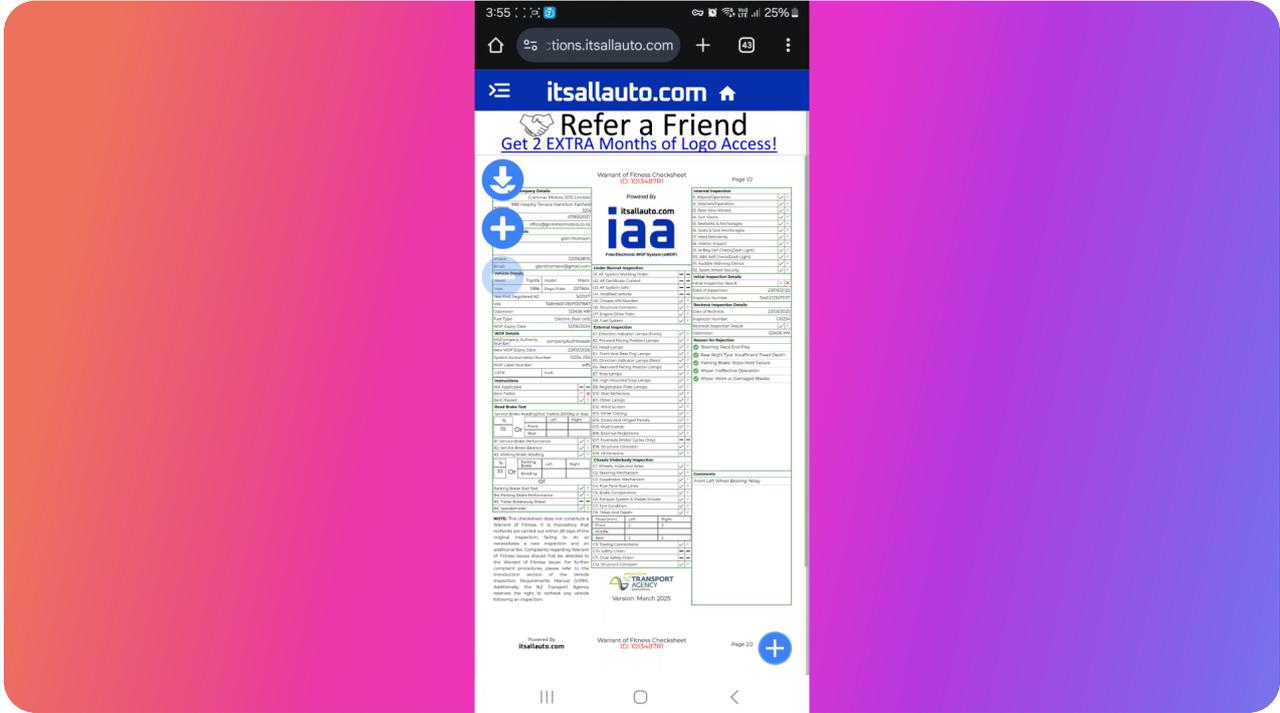
04 Find Adobe Acrobat Reader

You will want to look for Adobe Acrobat Reader in the search results. Press the install button and go through the installation process as required



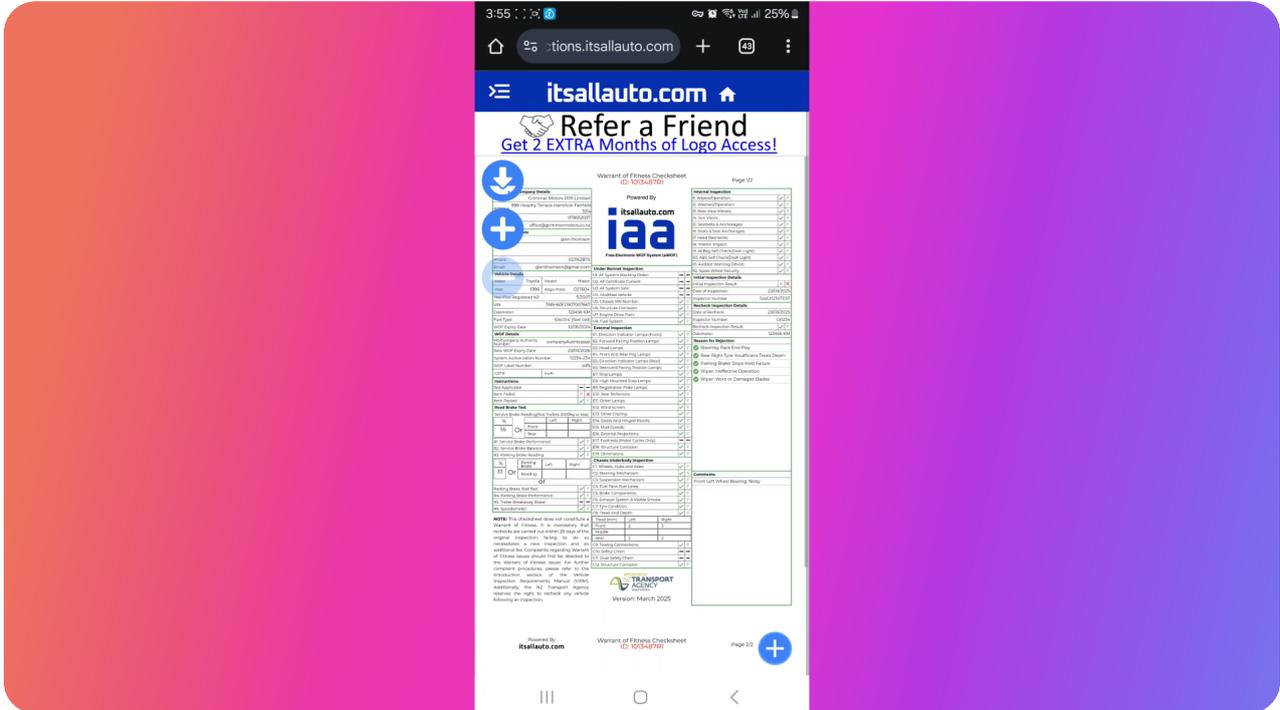
05 Go to the Checksheet you want to print

Now that you hopefully have Adobe Acrobat Reader installed, go to the check sheet you want to print.



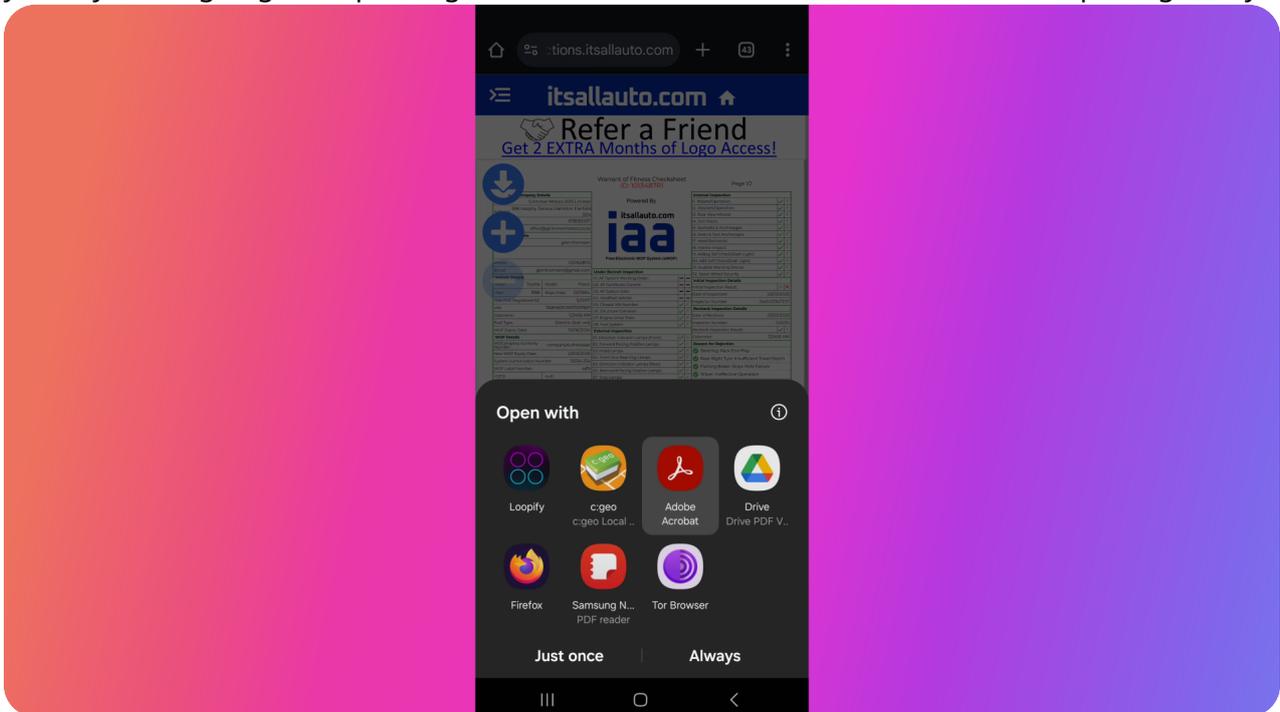
06 Press the download button

Then press this download button to download the check sheet to your device.



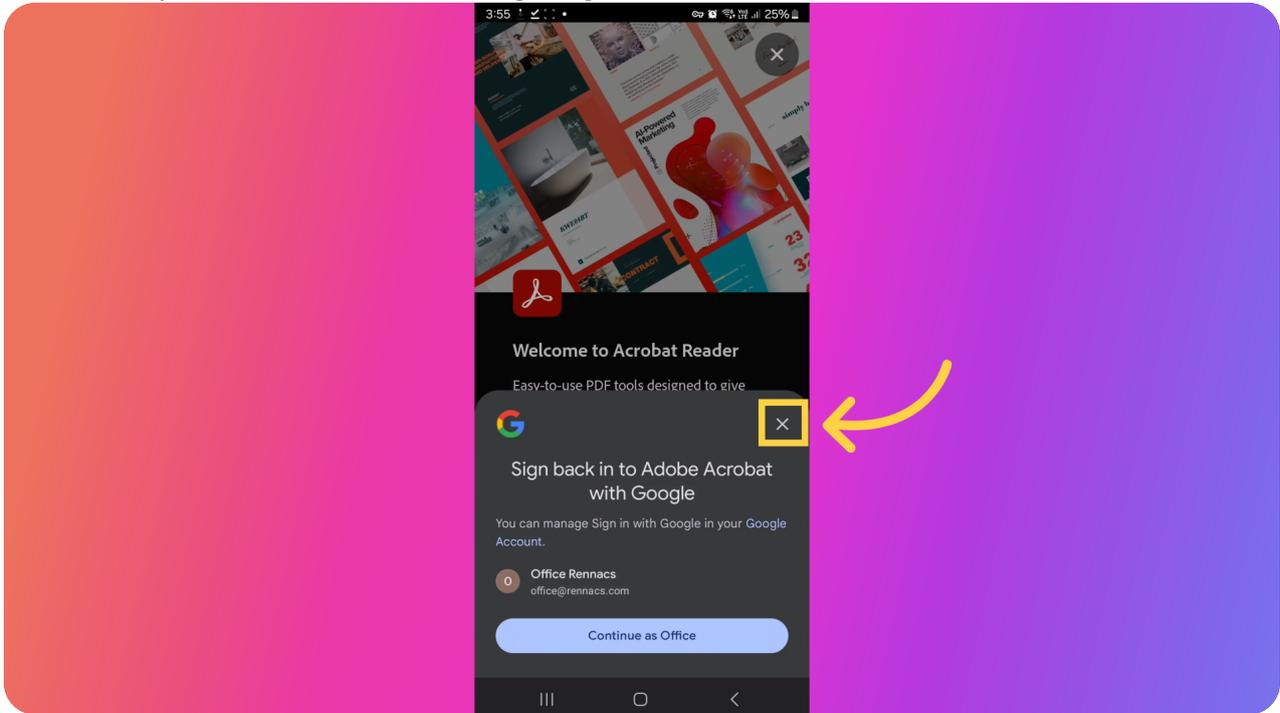
07 Check sheet is downloaded

When the check sheet gets downloaded, a menu should pop up asking what you want to use to open the pdf file. You want to select Adobe Acrobat. Whether you select just once or always is up to you. If you are going to be printing check sheets from this device, we recommend picking Always.



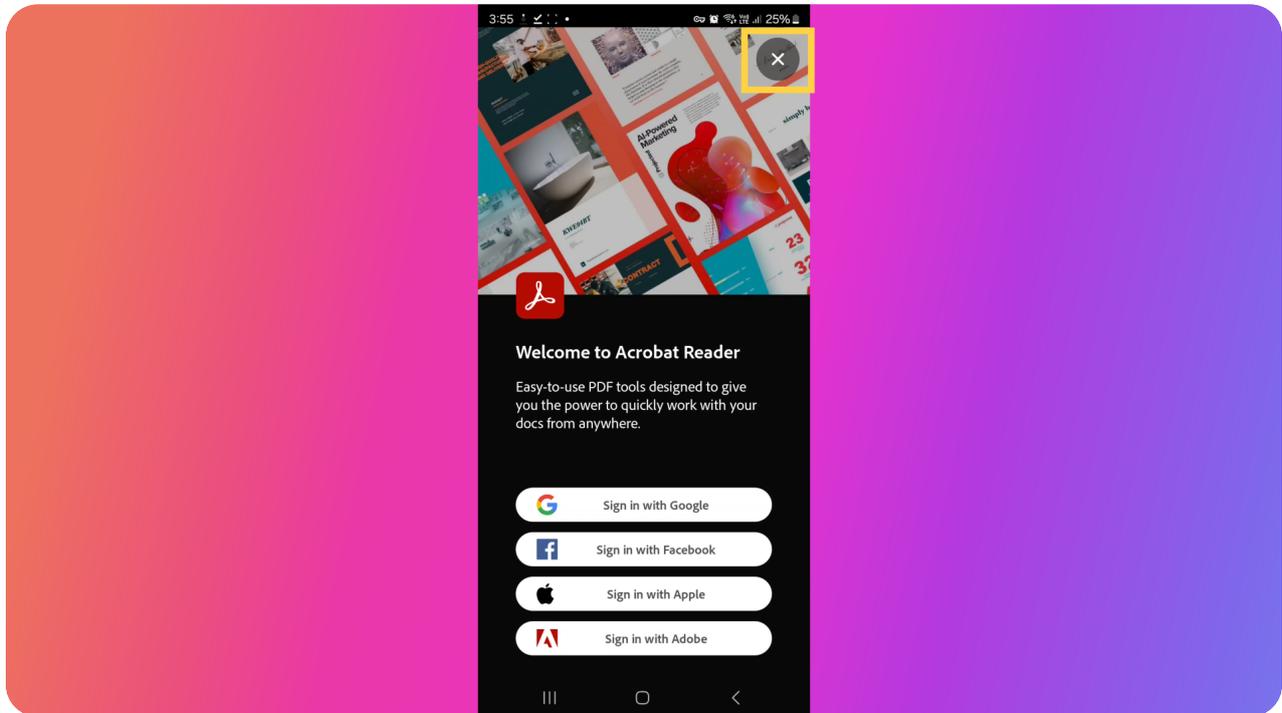
08 Adobe Acrobat Sign In

The first time you open up Acrobat Reader after a fresh download, you might be prompted to sign in. You can sign in if you wish to, but in this walkthrough we will bypass this. The first step is to close out of the Google sign in.



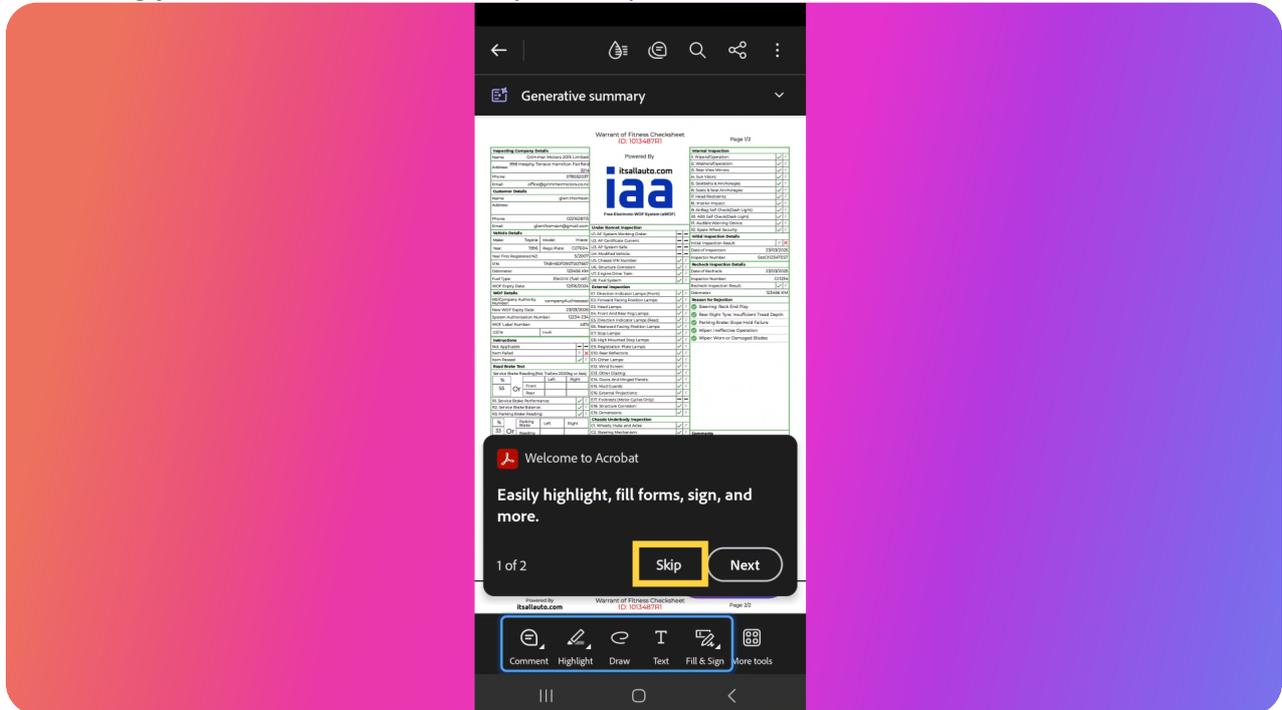
09 Skipping Acrobat Sign In

Then you'll want to close out of the Acrobat Reader sign in using the close button in the top right.



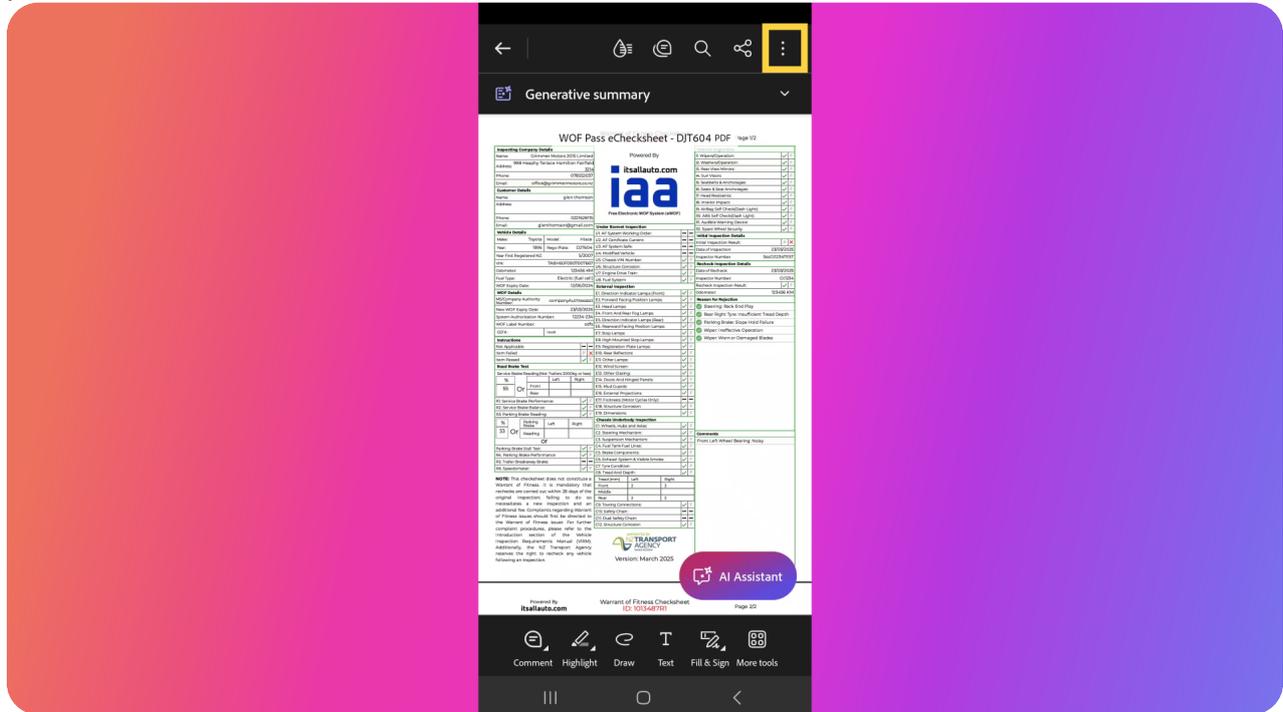
10 Check sheet should now be opened in Adobe Acrobat

You should eventually get to this screen where the check sheet is displayed. You might get a box welcoming you to acrobat, feel free to press skip on this.



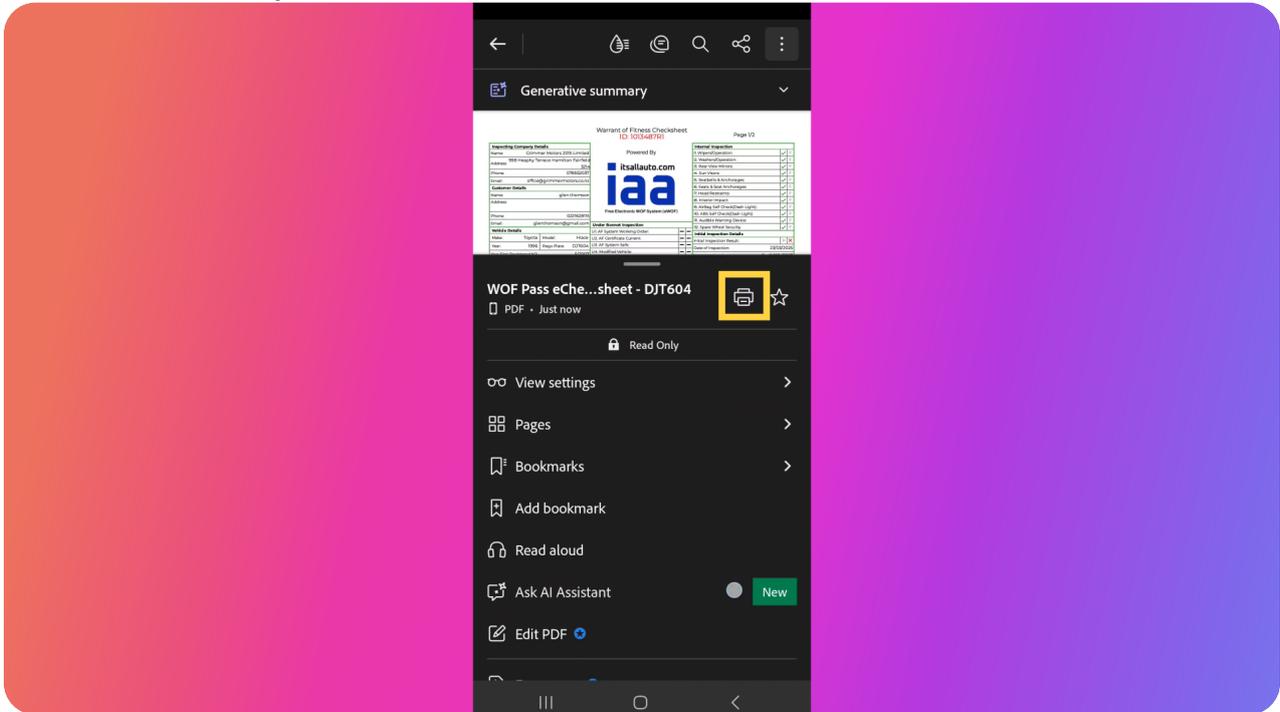
11 Press the More Options Icon

Press the more options icon in the top right. This should pull up a menu where you can find a print button.



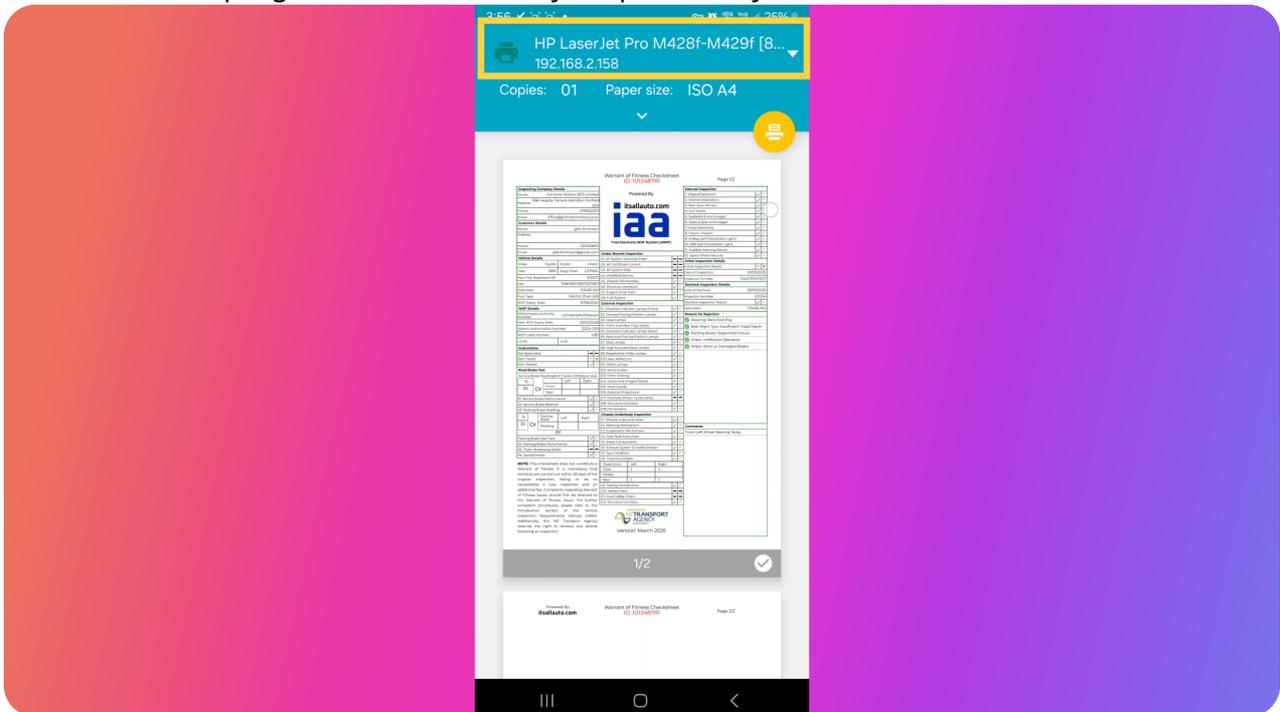
12 Locate the Print Button

There should be a print button near the top right of menu that you can press. If not, try scrolling down the menu to try find it.



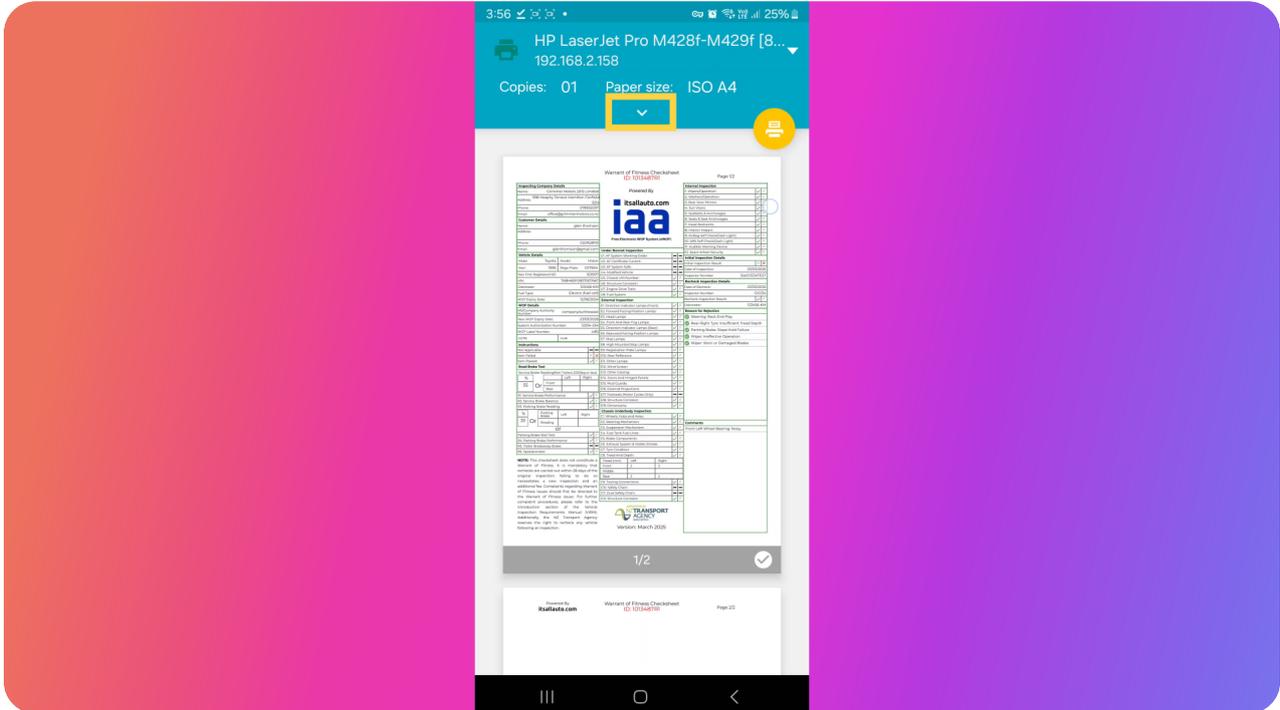
13 Select a Printer

You will now need to select a printer. If you have a WIFI printer and it is on the same network as your mobile device, it should appear in the list of printers you can select from. Otherwise, you will need to search up a guide on how to add your printer to your mobile device.



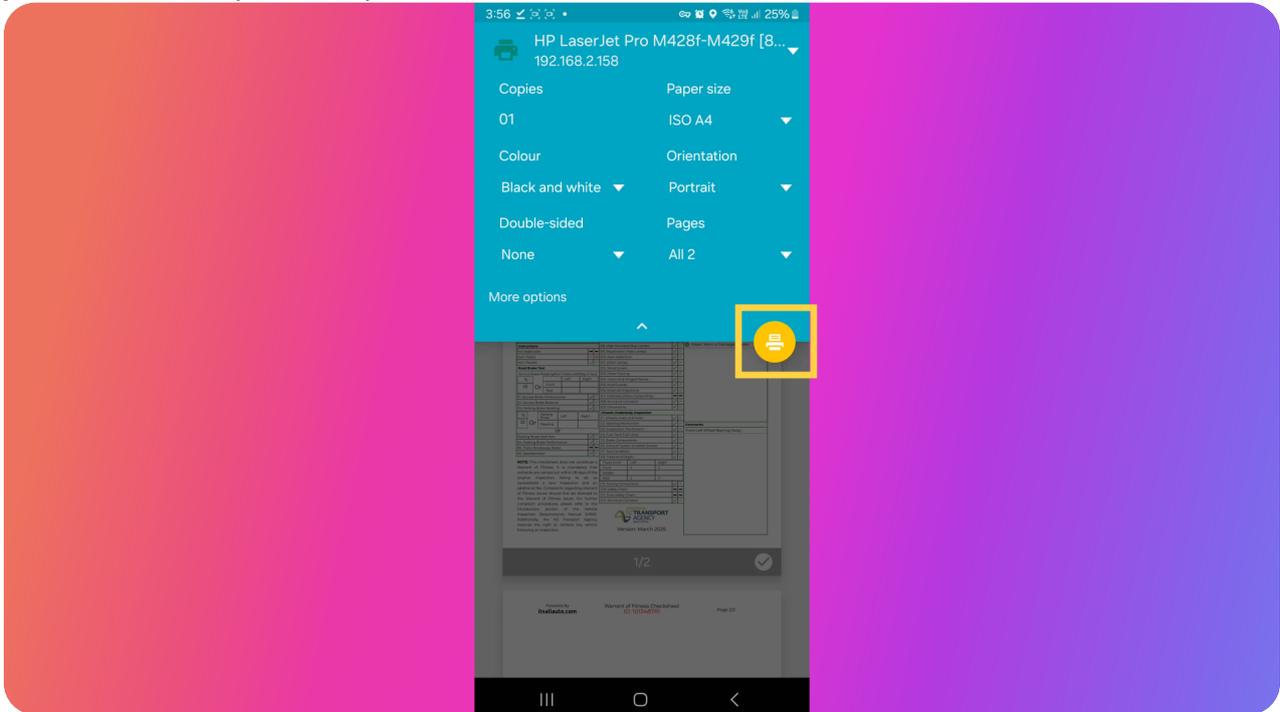
14 Opening Printer Settings

Once you have selected your printer, press the arrow pointing down to view your printing settings.



15 Review Printing Settings

Review your printing settings and change them as desired. Make sure the paper size is A4. When you are satisfied, press the print button.



Thank you for watching. If you wish to contact us you can email us at admin@itsallauto.com , or phone 07 595 0032

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