PETRONESA – Guideline for Printing eForms

Printer Setting

- 1. From desktop, go to **Start** 🔗 button.
- 2. Click on **Control Panel** then select **Devices and Printers**.



- 3. Right-click on the printer with a green tick, then select **Printing Preferences**.
- 4. Go to Paper/Quality tab, select paper size A4.
- 5. Click **OK**.



Adobe Acrobat Reader DC (recommended)

1. Download from https://get.adobe.com/uk/reader/



2. Save the file.



3. Run the installation.



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eForms Printing

- 1. Download the eForms (PDF file).
- 2. Open the eForms with the Adobe Acrobat Reader DC.
- 3. Go to File, select Print.
- 4. Make sure the Document size is 8.27 x 11.69 inches. (If it is not, change the paper size to A4 at **Properties**.
- 5. Select Actual Size.



6. And **Print**.

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Printer: HP LaserJet Professional P1102 (Copy 1)	Properties Townced	Help (?
Copies: 1	Print in grayscal: (black and white) 🔲 Save ink/toner 🕕	
Pages to Print	Document: 8.3 x 11.7in	
	8.27 x 11.69 Inches	
More Options	4 Anticasta an estimates form	
Page Sizing & Handling ①		
Size Poster Multiple	Booklet	
○ <u>Fit</u> 5 ◎ Actual size		
○ Shrink oversized pages ○ Custom Scale: 100	%	
Choose paper source by PDF page size		
Print on <u>b</u> oth sides of paper		
Orientation:		
Auto OPortrait Candscape		
Co <u>m</u> ments & Forms		
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