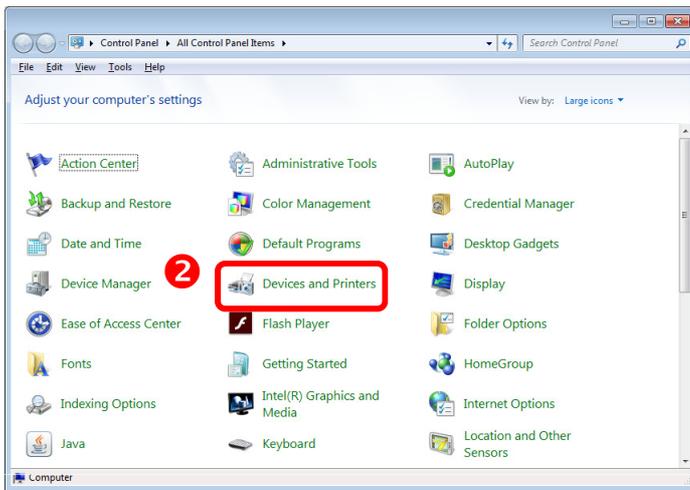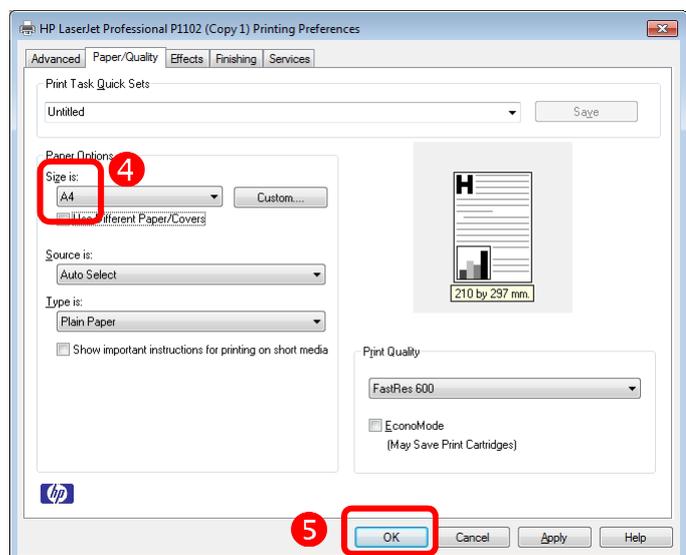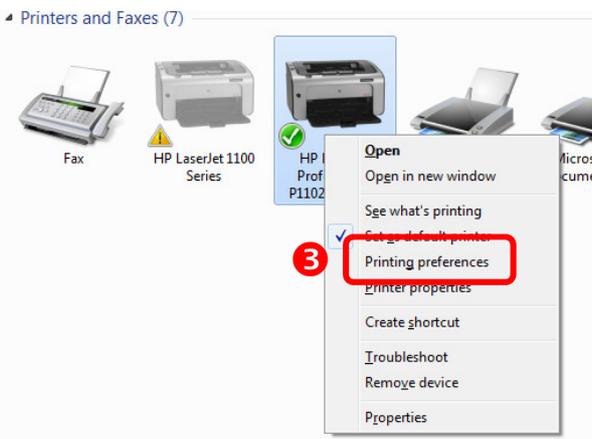# PETRONESA – Guideline for Printing eForms

Printer Setting

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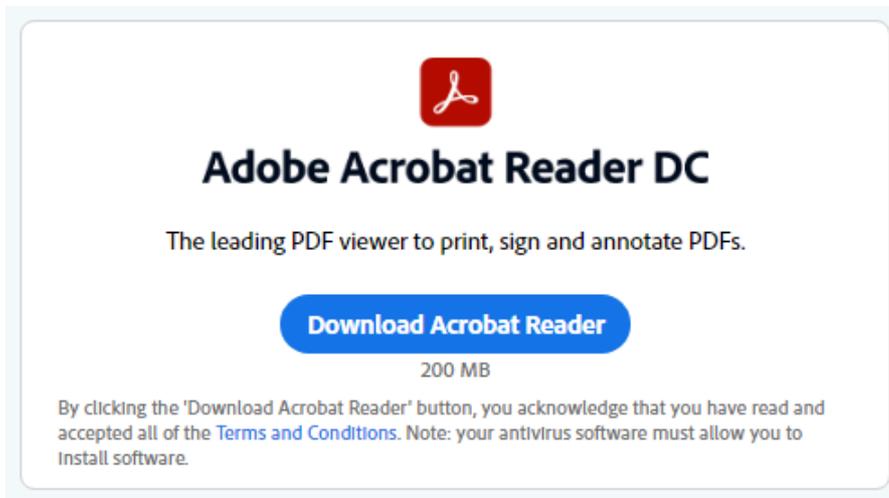2. Click on **Control Panel** then select **Devices and Printers**.

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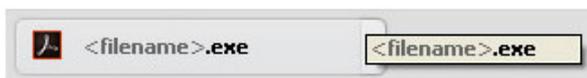5. Click **OK**.

Adobe Acrobat Reader DC (recommended)

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

2. Save the file.

3. Run the installation.

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**.