

DepEd Region 7
Learning Resource Management and Development Center

PRINTING INSTRUCTION

1. Open the LR materials
2. Before printing the document make sure that you know the exact paper size and orientation.
 - For those who don't know how to identify the paper size and orientation of their document please follow the instruction below.

Paper Size

On the upper part of your Microsoft Word window there is a "Page Layout" tab, click them and look for a link "Size" click the arrow below the word and it will expand, then you'll see the highlighted paper on the side of a paper size and that is your current paper size of your document.

Orientation

On the upper part of your Microsoft Word window there is a "Page Layout" tab, click them and look for a link "Orientation" click the arrow below the word and it will expand, then you'll see the highlighted paper on the side of each orientation and that is your current orientation.

3. After you know the paper size and orientation then you can now print them.
4. To print, click the file menu or the ms office button on the upper part of your window and click print then a print window will flash on the screen, click the button "Properties" and set you paper size and orientation and click "OK".
5. After returning on the main print window, under the "Scale to paper size" select your desired paper correctly matches with the printer properties you set earlier.
6. Set your "Page range" and "Number of copies"
7. Now when everything is done you can now print by clicking "OK"