

Guideline for Printing eForms / Garis Panduan untuk Mencetak eForms

Step 1 / Langkah 1

- Click the "Print File" button at the top of the reader. / Klik butang "Print File" di bahagian atas pembaca.

YIR-BM-BI-forms-agreements-12.08.2020-Final-1.pdf - Adobe Acrobat Reader DC

File Edit View Sign Window Help

Home Tools BM-BI-forms-a... x

Print file (Ctrl+P)

IHSAN **LETTER OF OFFER / SURAT TAWARAN** **RCE**

Date / Tarikh :

Customer's Name / Nama Pelanggan / Pembeli :

Mailing Address / Alamat Surat Menyurat :

Step 2 / Langkah 2

- Click the "Fit" option under "Page Sizing & Handling". / Klik pilihan "Fit" di bahagian "Page Sizing & Handling".

Print

Printer: RICOH Aficio MP C305 PCL 6 Properties Advanced Help ?

Copies: 1 Print in grayscale (black and white) Save ink/toner ⓘ

Pages to Print: All Current Pages 1 - 25
▶ More Options

Scale: 96%
8.27 x 11.69 Inches

Page Sizing & Handling ⓘ

Size Poster Multiple Booklet

Fit Actual size
 Shrink oversized pages Custom Scale: 100 %

Choose paper source by PDF page size

Print on both sides of paper
 Flip on long edge Flip on short edge

Orientation:
 Auto Portrait Landscape

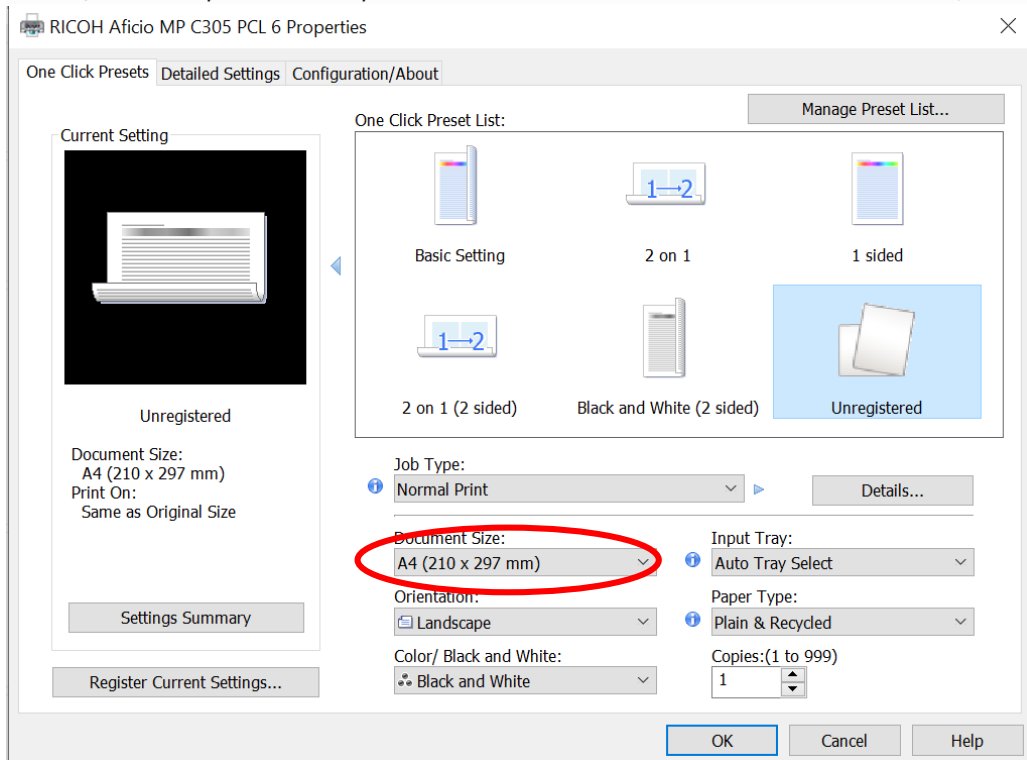
Comments & Forms
Document and Markups Summarize Comments

Page Setup... Print Cancel

Page 1 of 25

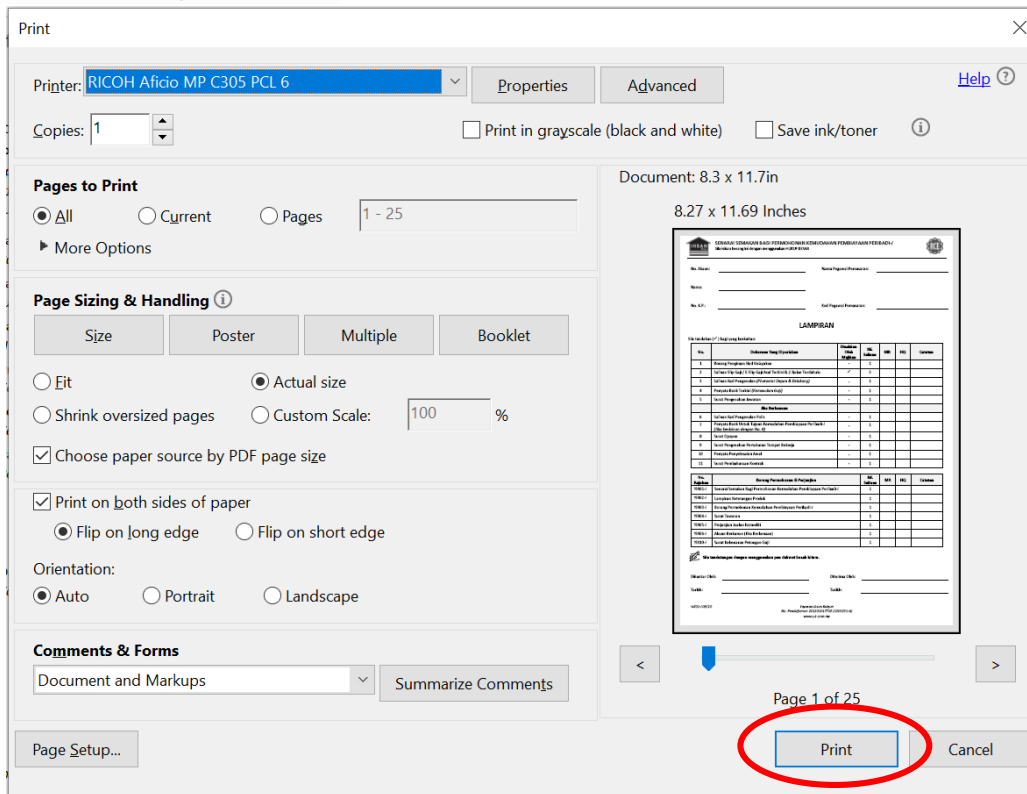
Step 3 / Langkah 3

- Click "Properties" and select "A4" option from the drop-down listing under "Document Size", then click "OK". / Klik "Properties" dan pilih "A4" dari senarai di bawah "Document Size", klik "OK".



Step 4 / Langkah 4

- Click "Print". / Klik "Print".



Note: Layout may vary depending on the printer, however, please ensure you select "Fit" and "A4" from printer setting. / Nota: Susun atur mungkin berbeza bergantung pada mesin pencetak, namun, pastikan anda memilih "Fit" dan "A4" dari pengaturan mencetak.