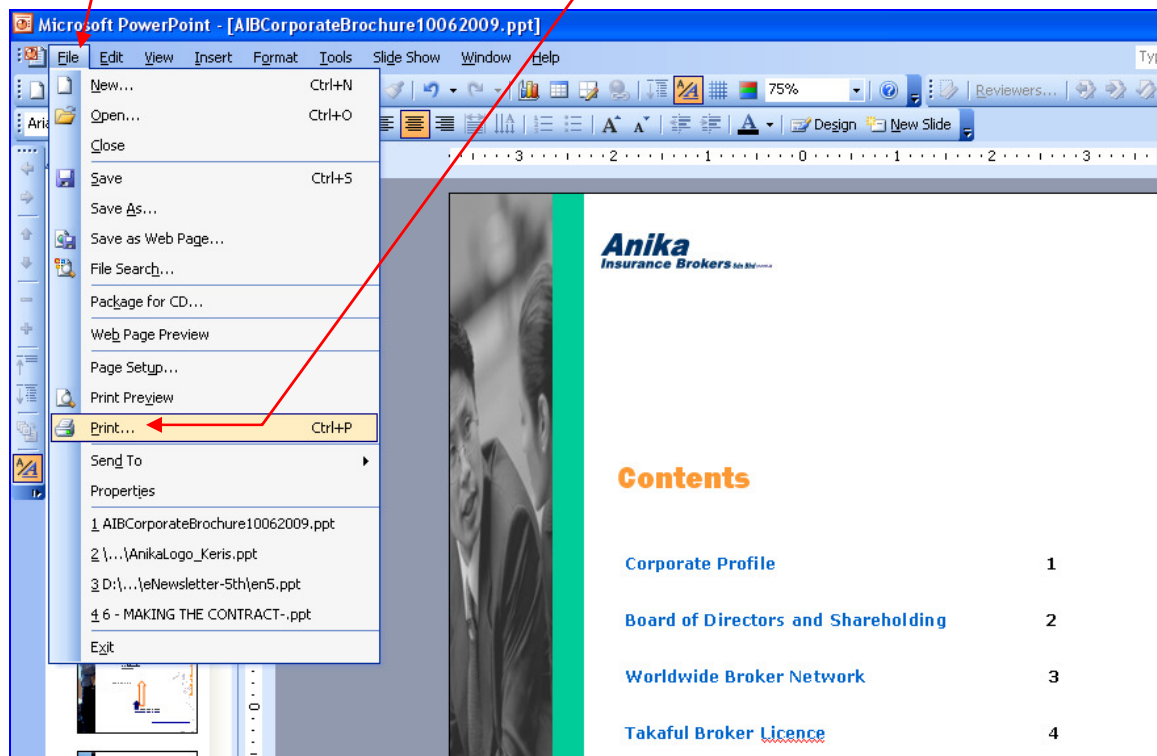
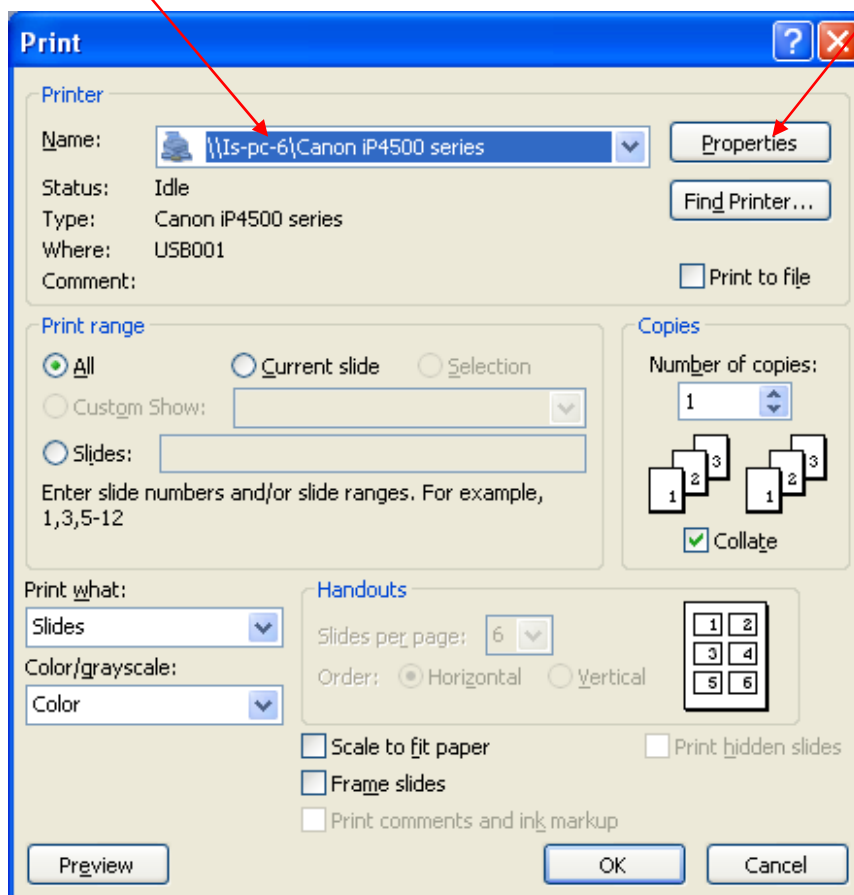


Printer Setup Guide for Company Profile (Power Point format –printout in full page)

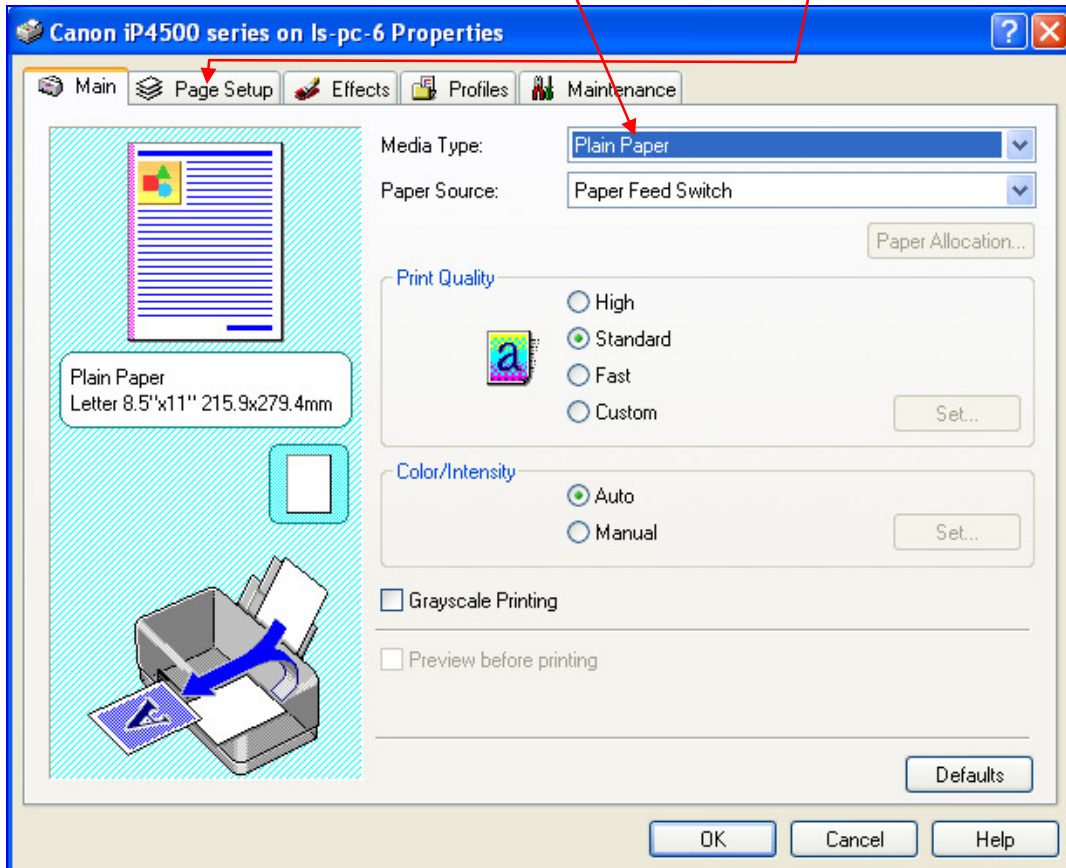
1. As per normal document printing, open the Company Profile (please select **Read Only** when it prompt you for password), then go to **File > Print**.



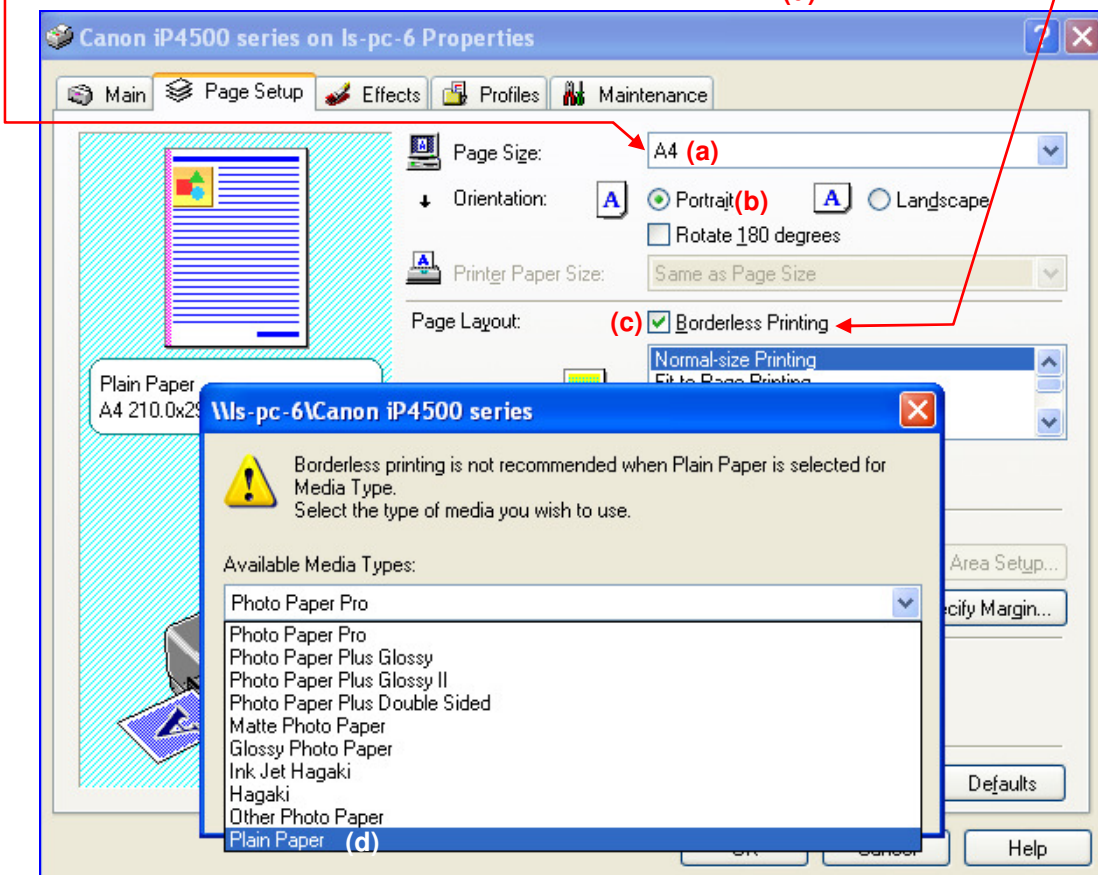
2. At the Print window, **select a colour printer**, the screenshot below is selecting the **Colour printer at Multimedia 2's PC (4th floor)**, once selected a colour printer then click **Properties**.



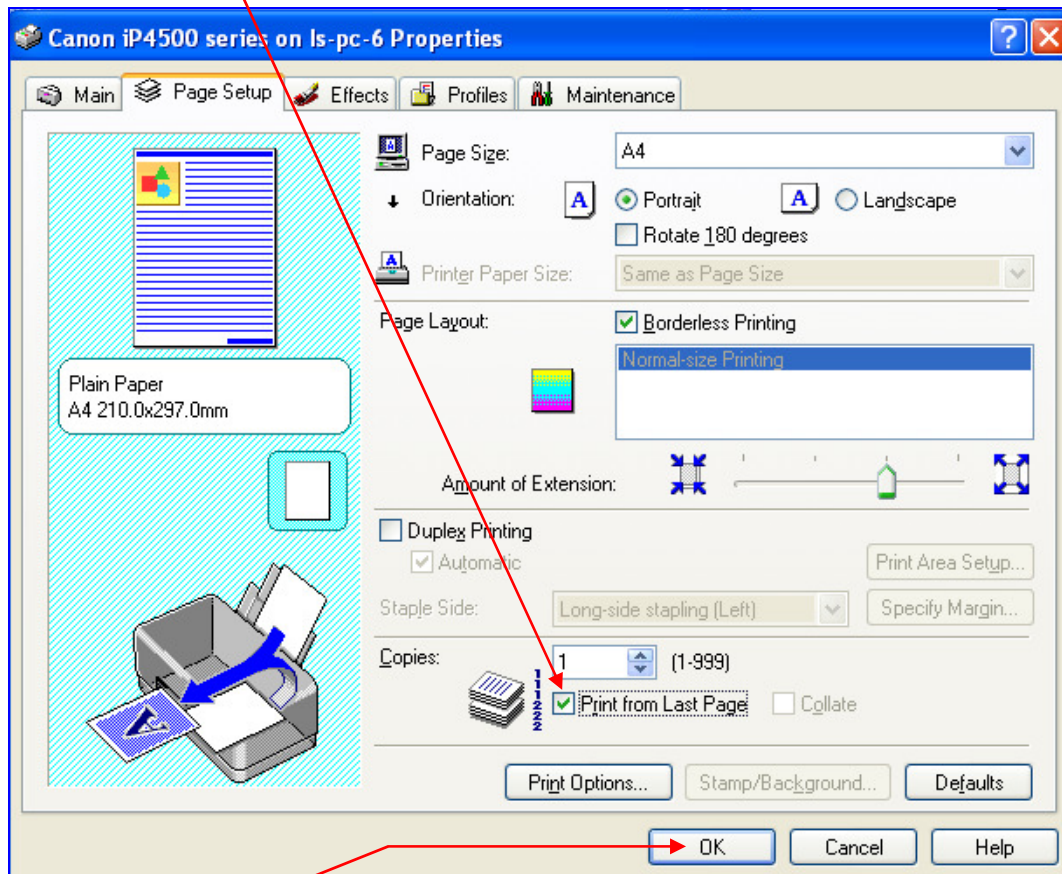
- At the Printer's Properties window, select **Plain Paper** and go to **Page Setup** tab.



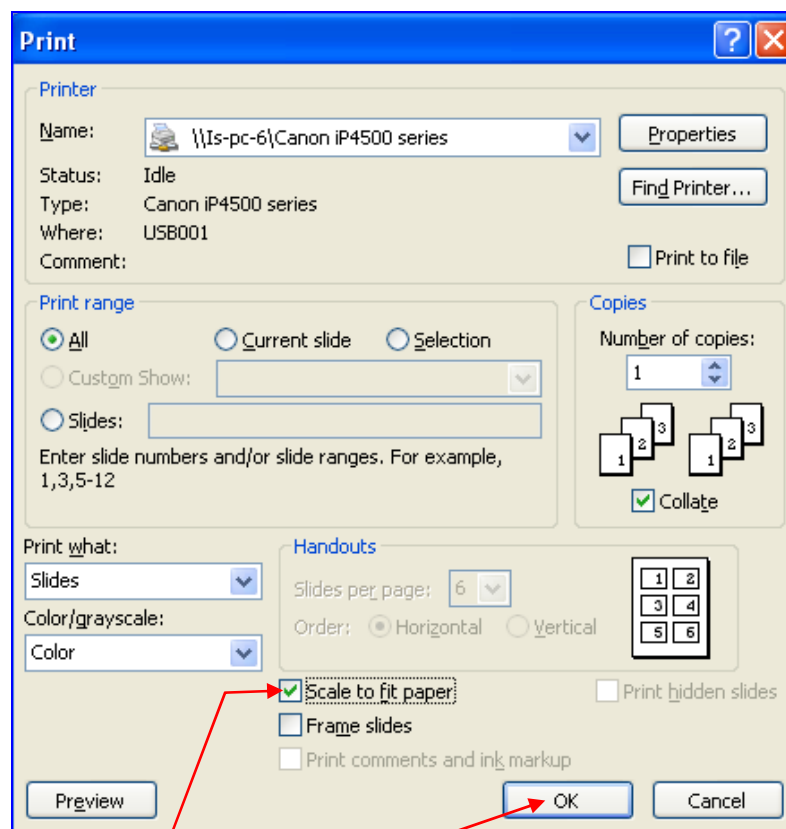
- At Page Setup, select **A4** page size, make sure is **Portrait**, then tick the **Borderless Printing** checkbox and a popup window will be prompt, just select the **Plain Paper** will do.



- Then tick at **Print from Last Page** checkbox (this will sort the page accordingly after printing).



- Once done, click **OK** to back to Print window.



- Lastly, tick at **Scale to fit paper** and click **OK** to print the Company Profile.