

AOT 105/110/162/210

Printing Instructions Using Keyboarding Software

When you complete a lesson and want to print it out, follow these instructions:

1. Point to **Portfolio** with the pointer and click the left mouse button once.
2. Click on **Filter Portfolio**; deselect the **All** box beside Lessons.
3. Point to the **lesson number** you want to print and click the left mouse button once. **Do only one lesson at a time.**
4. Click on the Word **Ok**.
5. When the next screen opens, click once in the box beside **Select All Exercises**, and then click on **Print Text**.
6. At the next screen, click once on **Print**.
7. Your work will be sent to the printer for printing.
8. Once the printing stops, remove your work from the printer and click on **Return to Program** to return to the Lessons screen.
9. Select the next lesson you want to do.

Note: When you are working in the Word Processor (Word 2007), you have to print your documents as you complete them before exiting Word 2007. DO NOT PRINT DOCUMENTS FROM THE PORTFOLIO!!!