

Printing Instructions Using Keyboarding Software

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

1. Click on the **My GDP** tab.
2. In the box next to **Filter:** key in the lesson number you want to print. **Note: Print only one lesson at a time.**
3. You should see all the exercises you completed for that lesson.
4. Click on the word **Print**.
5. When the next screen opens, click on the word **Print**.
6. At the next screen, make sure the correct printer is selected and then click on the word **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 the **Lessons** tab 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 2010), you have to print your documents as you complete them before exiting Word 2010. DO NOT PRINT DOCUMENTS FROM THE PORTFOLIO!!!