

Steps for Printing Impact Aid Application Forms in Landscape Orientation



To print Impact Aid e-Application forms, **start on the “Application For Grants” screen**, which lists all the application forms for your application. Each form has a printer icon displayed to the left of the form name.

- ▶ Clicking the form name opens the data entry version of the form, where you view and make changes to the data on your application.
- ▶ Clicking the printer icon opens the “printer friendly” version of the form.

Always print the “printer friendly” version, not the data entry version. The printer friendly version gives you only the form, without the browser banners and instructions that appear on the data entry screen.

The Impact Aid Program application forms are in “landscape” orientation, that is, printed on the page turned so that it is wider (11 inches) than it is long (8-1/2 inches). Since the typical default orientation setting on your web browser is “portrait” orientation, with the page longer than it is wide, you usually must reset the orientation before you print Impact Aid forms.

These instructions describe how to change the printer orientation for Internet Explorer version 6.

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1. On the APPLICATION FOR GRANTS screen, click the printer icon for the form you want to print. Wait for your browser to open a second window with the form displayed in it.

The screenshot shows the 'e-Application' web interface. The user is logged in as 'esgspencer (Application Manager)'. The main heading is 'Application for Grants under Impact Aid FY 2007 Section 8003 Application Package (Impact Aid # TIA0087775 Version # 1)'. Below this is a 'Legend' section with icons for Blank, Draft, Amended, Completed, Print/View, and Locked. The 'Application Forms' section lists four forms, with the first one, 'Impact Aid, Sec. 8003 Cover Page', having a printer icon circled in red. To the right is an 'Important Information' box with details on due dates, last updated times, and contact information.

| Legend | |
|--------|------------|
| | Blank |
| | Draft |
| | Amended |
| | Completed |
| | Print/View |
| | Locked |

| Application Forms | |
|-------------------|---|
| | Impact Aid, Sec. 8003 Cover Page (12/16/2005 12:35 PM) |
| | Impact Aid, Sec. 8003 Assurances (11/14/2005 2:19 PM) |
| | Impact Aid, Sec. 8003 Table 1 - Live-on & Work-on, CWD (11/14/2005 2:19 PM) |
| | Impact Aid, Sec. 8003 Table 2 - Live-off, CWD (11/14/2005 2:19 PM) |

| Important Information | |
|---|-----------------------------------|
| Due Date: | 01/31/2006 4:30 PM |
| Last Updated: | 01/20/2006 2:23 PM |
| Contact Person: | Impact Aid Program (202-260-3838) |
| Important Information: All Impact Aid Forms are in Landscape setting. Please change your Printer Setting before printing individual forms. | |

2. In the second window, select PAGE SETUP from the FILE menu item.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'APPLICATION FOR IMPACT AID - SECTION 8003' form. The 'FILE' menu is open, and 'Page Setup...' is highlighted with a red circle. The form content includes the U.S. Department of Education logo, the title 'APPLICATION FOR IMPACT AID - SECTION 8003', and instructions to submit original and copy forms. Below the instructions are checkboxes for 'SURVEY FORMS' (checked) and 'SOURCE CHECK' (unchecked). At the bottom, there are fields for 'APPLICANT NAME' and 'CONTACT PERSON NAME'.

U.S. Department of Education
Impact Aid Program
Washington, DC. 20202-6244

APPLICATION FOR IMPACT AID - SECTION 8003

Submit an original and 1 copy to the Impact Aid Program.
Send 1 copy to the State Educational Agency(SEA) using the attached transmittal form.

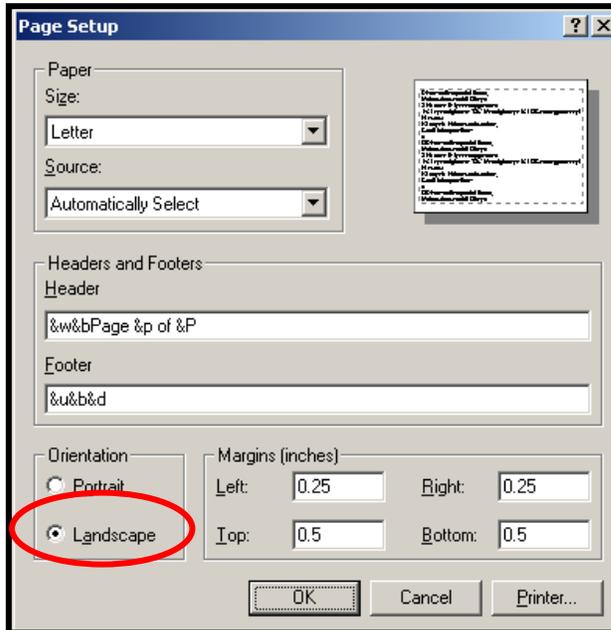
| | |
|-------------------------------------|----------------|
| <input checked="" type="checkbox"/> | SURVEY FORMS : |
| <input type="checkbox"/> | SOURCE CHECK : |

APPLICANT NAME : Test Applicant
STREET/P.O. BOX : Test Street
CITY : Washington

CONTACT PERSON NAME :
TITLE :
PHONE :

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3. The PAGE SETUP dialog box will appear. Click LANDSCAPE and then click OK.



4. Print the form by clicking the printer icon on your browser toolbar at the top of the second window, or by selecting PRINT from the FILE menu item.
5. Once the document prints, leave the second window open and re-open the window that shows the APPLICATION FOR GRANTS screen. Each additional form you select on the APPLICATION FOR GRANTS screen for printing will appear in the second window, ready to be printed.