

# PRINTING YOUR LETTERS

1. Open a Google Doc
2. Go to **File>Page Setup** (all the way on the bottom)
  - a. Change the Top and Bottom margins to **0.5"**
3. Type your word in the Doc 3 times on 3 different lines
  - a. Use all CAPS or all lowercase
  - b. Example:
    - i. AIR
    - ii. AIR
    - iii. AIR
4. Highlight all the words at once and change to a **font** that would work well for your project.
5. Then, one at a time, resize each word to the following **font sizes**:
  - a. 125
  - b. 175
  - c. 225(You may have to adjust font sizes to fit them on one page)
6. Print to the black and white printer
  - a. File>Print
  - b. Change printer to HP 4015-239

Example:

