

## User Guide

# Guide to Fit IR8A & Appendices Printout within a Page (using Submit Employment Income Records at myTax Portal)

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#### Overview

Customised browser settings may cause some users to encounter issues with printing IR8A forms and appendices when using Submit Employment Income Records at myTax Portal (Online Application). For example, the IR8A forms and appendices printouts show headers/ footers or the printout for one form takes more than one page.

This guide illustrates on how employers can update their browsers'/ printers' settings to fit the forms' printouts within a single page.

Where possible, employers are encouraged to save the softcopy of the IR8A & appendices rather than printing out the physical forms.

#### Using Internet Explorer



- Launch the Internet Explorer.
- Select <File>, <Page setup...> from the taskbar.

Pa	ge Setup	-		×
	Paper Options Page Size: A4   Page Size: A4  Page S	Margins Left: Right: Top: Bottom:	(millimeters) 19.05 19.05 19.05 19.05	The standard
	Headers and Footers Header: -Empty-	Foote Foote Foote	er: oty-	
	-Empty-	▼ -Emp	oty-	•
			UK	Cancer

- Under the Page Size, select <A4> and <Enable Shrink-to-Fit>.
- Ensure the selection for Headers and Footers are <-Empty->.
- Click <OK> to save settings.

### Using Microsoft Edge



- Launch Microsoft Edge.
- Click
- Select <Print> from the drop down menu at the taskbar.



- Ensure that the following selection are as follows: Scale: <Shrink to fit> Margins: <Normal> Headers and footers: <Off>
- Click <More settings> to update the paper size option.

Home	e - IRAS - Print	×
	Page layout	
	Orientation	
	Portrait	-
	Paper and quality	
	Paper size	^
	Letter	
	Tabloid	
	Legal	
	Statement	
	Executive	
	A3	
	A4	
	A5	
	JIS B4	<b>_</b>
		_
	OK	

- Select the Paper size with <A4>.
- Click <OK>.

# Using Google Chrome

		Θ -	- 0 ×
			☆ 📑 🗄
		New tab	Ctrl+T
	Text size A A A 🔊 Si	New window	Ctrl+N
	Search	New incognito window	Ctrl+Shift+N
	Within IRAS Website	History	+
Ask IRAS . Us	eful Links . Contact Us	Downloads	Ctrl+J
		Bookmarks	+
Schemes	e-Services	Zoom - 10	00% + []
		Print	Ctrl+P
	POPULAR	Cast	

- Launch Google Chrome.
- Click
- Select <Print...> from the drop down menu at the taskbar.

	Print Canc
Destination	Change
Pages	<ul> <li>All</li> <li>e.g. 1-5, 8, 11-13</li> </ul>
Layout	Portrait
Color	Color

• Click <More settings>.

Print Cancel   Destination Microsoft Print to PDF   Change   Pages • All   • e.g. 1-5, 8, 11-13   Layout   Portrait   Color   Color   Paper size   • A4   Margins   • 100	Print Total: <b>1 sheet</b>	of paper	
Destination Image: Microsoft Print to PDF   Change   Pages Image: All   Image: Image		Print	ncel
Pages <ul> <li>All</li> <li>e.g. 1-5, 8, 11-13</li> </ul> <li>Layout</li> <li>Portrait</li> <li>Color</li> <li>Color</li> <li>Color</li> <li>Color</li> <li>A4</li> <li>Margins</li> <li>Minimum</li> <li>Scale</li> <li>100</li>	Destination	Microsoft Print to Pl	DF
Color     Color       Paper size     ▲       Margins     ▲       Interference     100	Pages	Change	
Layout Portrait  Color Color Paper size A4 Margins Minimum Scale 100	, ages	e.g. 1-5, 8, 11-13	
Color Color  Paper size A4 Margins Minimum Scale 100	Layout	Portrait	•
Paper size A4	Color	Color	•
Margins Minimum	Paper size	A4	•
Scale	Margins	Minimum	•
Options -	Scale	100	
Headers and footers	Options	Headers and footers	

- Ensure that the following selection are as follows:
   Paper size: <A4>
   Margins: <Minimum>
   Scale: <100>
   Options: <Checkboxes not ticked>
- Click <Print>.

### Using Mozilla Firefox/ Safari

Note: Safari users can follow the same steps in adjusting the settings in Mozilla Firefox.



ige Setup X	C Page Setup X
ormat & Options Margins & Header/Footer	Format & Option Margins & Header/Footer
Format	Margins (millimeters)
Orientation:  Portrait  Landscape	Iop: 12.7
Scale: 100 % ☑ Shrink to fit Page Width	Left: <u>Right:</u>
Ontions	12.7
Print Background (colors & images)	
	Bottom: 12.7
	gottom har
	Headers & Footers
	blank Vblank V
	Left: Center: Right:

- Click <Page Setup...>.
- At Format & Options, ensure the Scale is 100 and check the box next to Shrink to fit Page Width.
- Select the appropriate tabs to update the preferences.
- At Margins & Header/Footer, ensure the selection for Headers and Footers are <--blank-->.
- Click <OK>.

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Print				×	
Printer					
Name: Microso	oft Print to PDF	P	roperties		
Status: Ready				-	
Type: Microsol	ft Print To PDF				
Where: PORTPR	ROMPT:	_			
Comment:		P	rint to file		
Print range		Copies		_	
() All		Number of copies:	1	2	
O Pages from:	1 to: 1	11 22 33	Colla	ite	
		ОК	Cance	I	

- Click <Print...>.
- Click < Properties...>.

Protection Microsoft Print to PDF Document Properties Layout Orientation: Proteinat	- Jorden	Microsoft Print To PDF Advanced Options X Unjour Ork Page State At Copy Count 1 Copy	<ul> <li>Click <advanced>.</advanced></li> <li>Select paper size as <a4>.</a4></li> <li>Click <ok>.</ok></li> </ul>
	- Advanced_	m OK Cancel	

Print	×	• Click <ok> to save the</ok>
Printer		
Name: Microsoft Print to PDF	✓ Properties	
Status: Ready		
Type: Microsoft Print To PDF		
Where: PORTPROMPT:		
Comment:	Print to file	
Print range	Copies	
All	Number of copies: 1	
O Pages from: 1 to: 1		
O Selection	11 22 33 Collate	
	OK Cancel	

#### **Contact Information**

For enquiries on this user guide, please call 1800 356 8015 or email <u>ais@iras.gov.sg</u>.

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The information provided is intended for better general understanding and is not intended to comprehensively address all possible issues that may arise. The contents are correct as at 29 Jan 2019 damages, expenses, costs or loss of any kind however caused as a result of, or in connection with your use of this user guide.

While every effort has been made to ensure that the above information is consistent with existing policies and practice, should there be any changes, IRAS reserves the right to vary its position accordingly.

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