

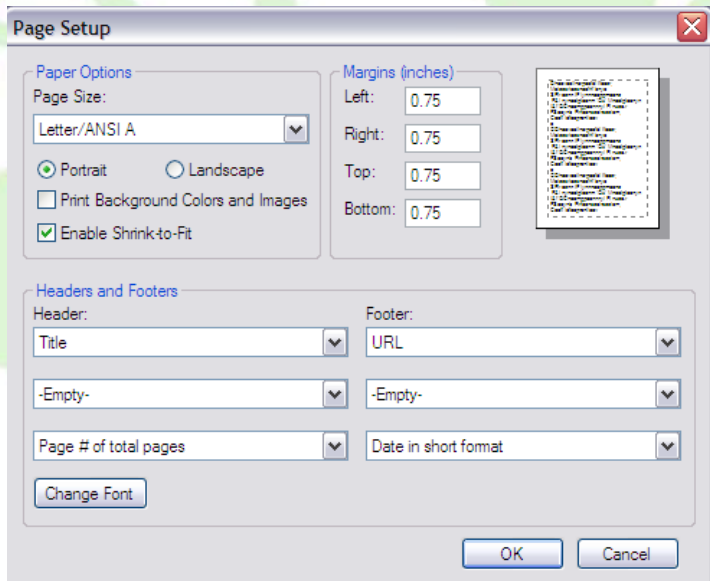
Printing: Quick Instructions

Before you print

1. It is recommended that you select the print button from our menu and not the browser
2. Please preview the file to make sure it looks the way you want it to be before printing
3. Use page breaks to control how much of a form is printing on each page so that the form isn't printed in random sections. First, you have to select add Page Break at the bottom of the form and then it will allow you to insert a page break anywhere on the form.
4. Please make sure to use 'Default' browser settings

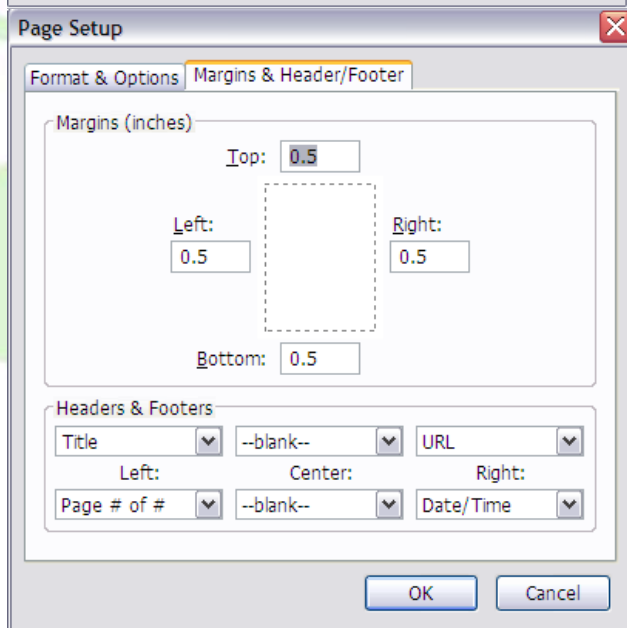
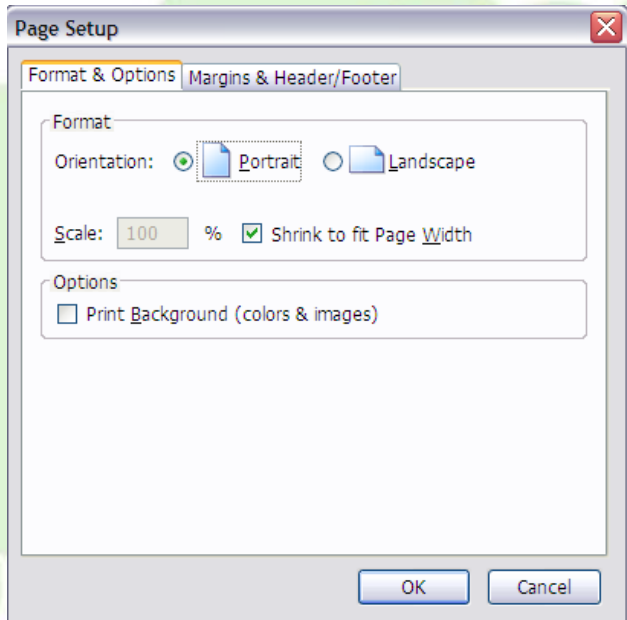
IE:

Page Size: Letter
Margins (usually the same to the Top/Bottom/Left/Right)
Orientation: Portrait
Check "Enable Shrink-to-Fit"



Firefox:

Orientation: Portrait
Scale 100%
Check "Shrink to fit Page Width"
Margins (usually the same to the Top/Bottom/Left/Right)

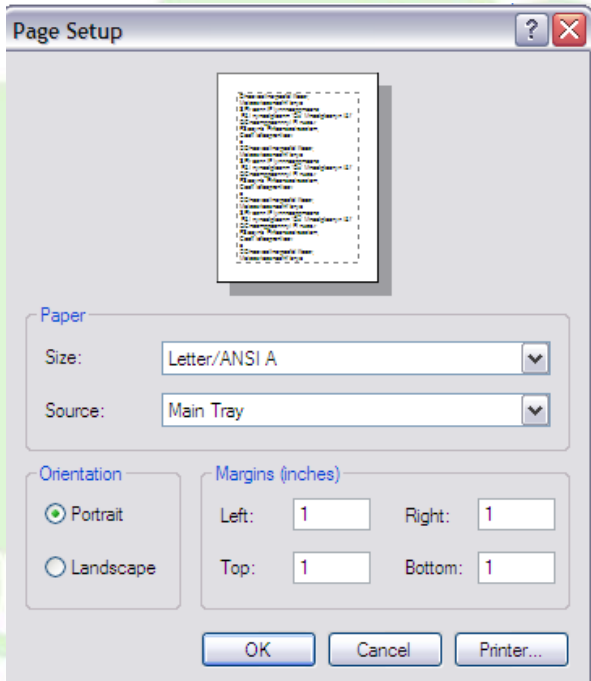


Safari:

Page Size: Letter

Margins (usually the same to the Top/Bottom/Left/Right)

Orientation: Portrait

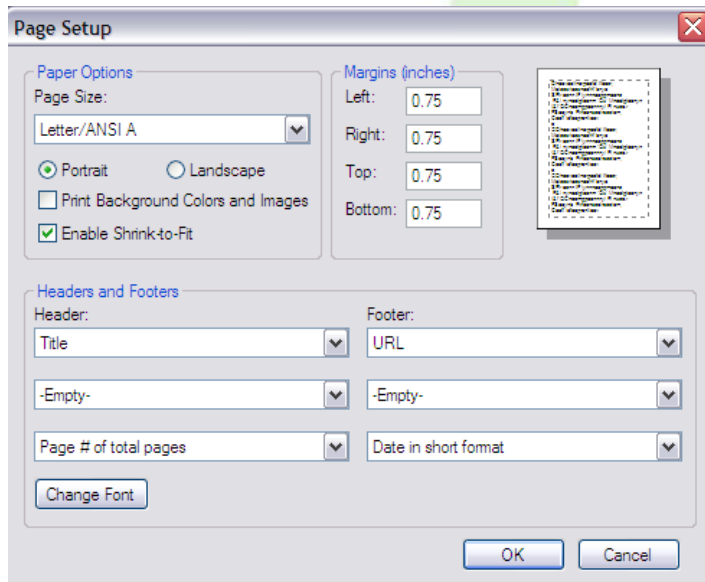


Questions relate to printing:

1. The information on printed forms runs off the page. The margins are not correct.

Solution:

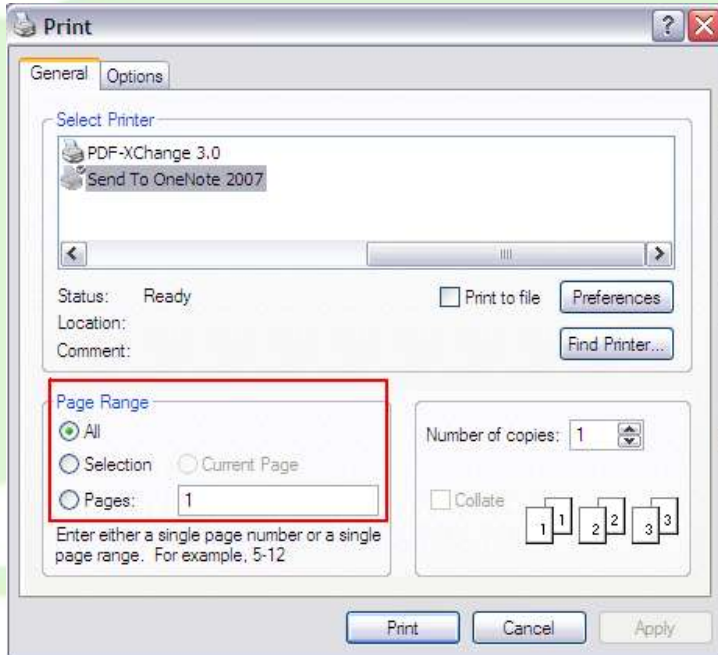
1. Check other forms to see whether it is the case
2. If Yes, select "Page Setup"
3. Make sure your page size/margin to Left/Right as default
4. Select "Enable shrink-to-fit "



2. Only one page is printing when trying to print a multi-page form.

Solution:

Under "Page Range", select "All" radio button



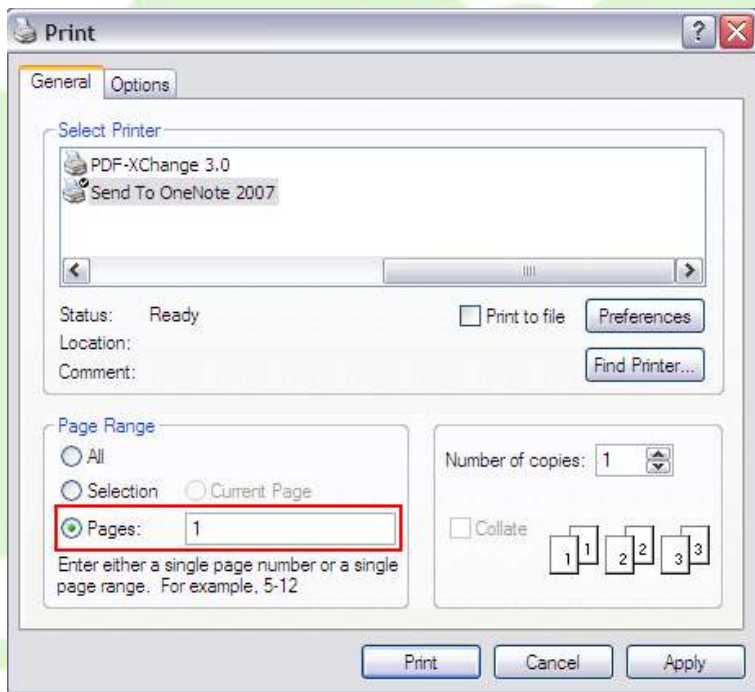
3. How do I print the final processed form without the approval information listed?

Solution:

1. Select "Insert Page Break" at the bottom of the form
2. Select "Print"



3. Under Page Range, select Pages which only includes the form but not Approval History.
4. Select Print



4. The form prints too small/large.

Solution:

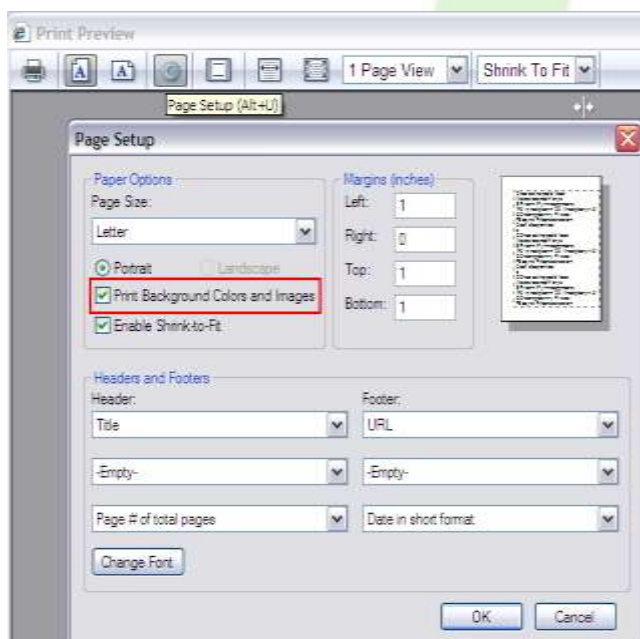
Check the scaling percentage of the printer. Best result when percentage is 100%.

If you're using Mac and "Ignore scaling and shrink to fit page width" option is selected, document will print smaller and centered.

5. The picture doesn't show on the printed file.

Solution:

Under "Page Setup", select check box "Print background colors and images"



Internet Browser Download Address:

Firefox: <http://www.mozilla.com/en-US/firefox/ie.html>

Safari: <http://www.apple.com/safari/>

