Appendix A – Printing Tips

Printing Tip #1: Header and Footer

Because this is an HTML document printing from a Web site, your Internet Page Set Up options will apply when you print the manual. Many Internet Page Set Up options call for the URL to print on the header and/or the footer of the page, which can make the page look cluttered and unprofessional.

To suppress the URL, go to the "File" menu on your Internet Browser navigation bar, and choose "Page Set Up"

A pop up box will open with the Page Set Up options. The Page Set up options pop up may look different depending on your Internet Browser version. Two examples are below.

The Header and Footer options allow you to choose what shows in on the Header or Footer of your printed documents. Many organizations choose to remove all header and footer codes.

Depending on your browser, this may be a dropdown box selection, or you may have to delete code from the Header and Footer fields.

age Setup		Page Setup
Paper Options Page Size: Letter O Portrait Candscape Print Background Colors and Images C Enable Shrink-to-Fit	Margins (inches) Left: 0.75 Right: 0.75 Top: 0.75 Bottom: 0.75	Paper Size: Letter Source: Automatically Select
Headers and Footers Header: -Empty-	Footer:	Header Footer
-Empty-	 ▼ Empty- ▼ Custom 	Free form Header/Footer fields. For a blank header/footer, remove all code from both fields.
Browser with dropdown opt three options for each are le and right side of the header "Empty" will make that selec	ft, center, OK Cancel	OK Cancel Printer

If your browser provide dropdown selections, you can choose from the dropdowns to add in page numbers, date, or other options. If your browser only provides a Header/Footer fields, Appendix B includes the code text that can be entered to customize your header and footer.

Note: These settings will apply to all documents printed off the internet from your computer. You may want to copy the current header and footer settings to a Word document so you can add them back in later. You may not want the URL to print on your manual, but you might want it for printing from other web sites.

Also, these settings apply to a particular computer. A user printing the policies from another computer may also have to adjust their settings.

Tip #2: True Print Preview

The "Preview" mode of either a single policy or the published manual opens an HTML document, and will show all text, date field information and Key Field code replacement for the policy. However, page margins, page breaks, paragraph breaks, accurate sizing for tables and columns, and headers and footers will not be shown in preview mode.

To veiw an accurate representation of what the policy/published manual will look like when printed, follow these steps:

- 1. Open the policy or published manual in "Preview" mode
- 2. From the File Navigation menu, choose "File", then "Print Preview"

For larger published manuals, the print preview may take a minute or two to load.

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^p age <u>A</u> s Link	Ctrl+S	
Set <u>u</u> p		Suite > Administration
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•	Ctrl+P	Manual Builder Library Forms Storage
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1	ink et <u>u</u> p re <u>v</u> iew	ink et <u>u</u> p re <u>v</u> iew Ctrl+P

Tip #3: Printing Background Highlighting

If background highlighting has been applied to policy text, but is not printing, there is a browser setting that must be changed.

Depending on your browser, this setting may be found in different places. Below are two browser examples of where to find the setting and how to change it.

Try this first:

- 1. Go to FILE > PAGE SET UP.
- 2. The setting It is the "Print Background Colors and Images" setting.
- 3. This must be checked, otherwise background highlighting will not print.

Paper Options	Margins (inches)	
Page Size:	Left: 0.75	
Letter	▼ Right: 0.75	Des al regal i fan Same Frank fan Same Frank fan
Portrait Olandecar	Top: 0.75	
Print Background Colors and	Images Bottom: 0.75	Consequences & Consequences Indexemplanences Report Reports
Enable Shrink-to-Fit		
Headers and Footers Header:	Footer:	
-Empty-	✓ Custom	
F .		
-Empty-	Empty-	•
-Empty-	✓ Custom	-
Change font		1

If the "Print Background Colors and Images" setting is not under FILE > PAGE SETUP, try this:

- 1. In Internet Explorer, go to TOOLS > INTERNET OPTIONS
- 2. Go to the ADVANCED tab
- 3. Find the PRINTING options
- 4. Make sure "Print background colors and images" option is checked

File Edit View Favorites	Tools Help	Internet Options
💦 Windows Live Bing	Delete Browsing History	General Security Privacy Content Connections Programs Advanced
Convert - 🔂 Select	Pop-up Blocker Phishing Filter Manage Add-ons	Settings Always use ClearType for HTML* Chable automatic image resizing Play animations in webpages*
🖌 🛠 🌈 cucarelone.com -	Subscribe to this Feed Feed Discovery Windows Update	Play sounds in webpages Show image download placeholders Show pictures Show pictures Show pictures
Administration	Windows Messenger Diagnose Connection Problems Send to Bluetooth Device Blog This in Windows Live Writer Internet Options	Printing Printing Print background colors and images Do not search from the Address bar Do not search from the Address bar Just display the results in the main window Security Alow active content from CDs to run on My Computer*
relcome Message Cc		*Takes effect after you restart Internet Explorer Restore advanced settings
		Reset Internet Explorer settings Deletes all temporary files, disables browser add-ons, and resets all the changed settings. You should only use this if your browser is in an unusable state.
		OK Cancel Apply

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