

Appendix A – Printing Tips

Printing Tip #1: Header and Footer

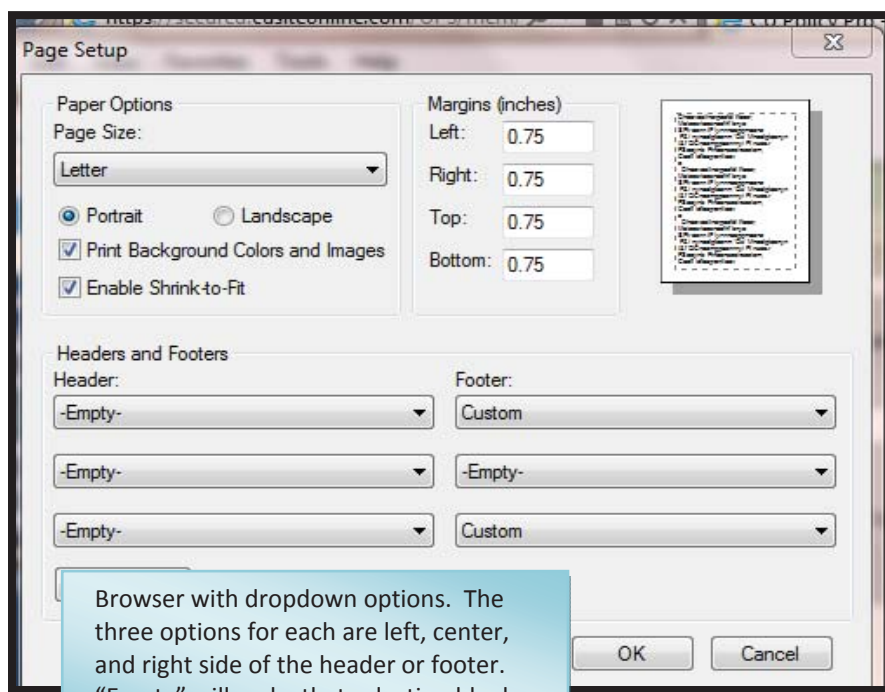
Because this is an HTML document printing from a Web site, your Internet Page Set Up options will apply when you print the manual. Many Internet Page Set Up options call for the URL to print on the header and/or the footer of the page, which can make the page look cluttered and unprofessional.

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

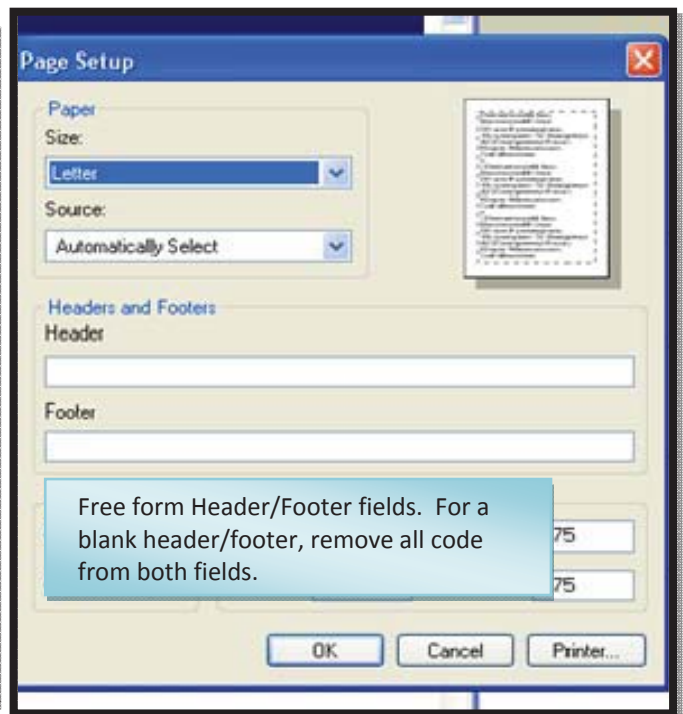
A pop up box will open with the Page Set Up options. The Page Set up options pop up may look different depending on your Internet Browser version. Two examples are below.

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.



Browser with dropdown options. The three options for each are left, center, and right side of the header or footer. “Empty” will make that selection blank.



Free form Header/Footer fields. For a blank header/footer, remove all code from both fields.

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.

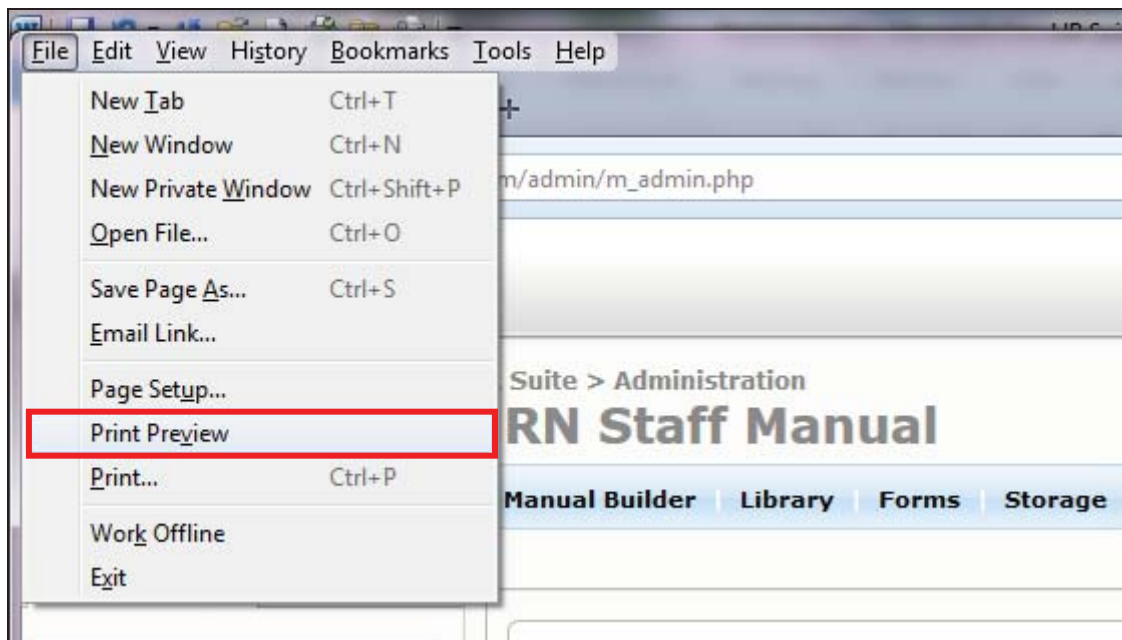
Tip #2: True Print Preview

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 view 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.



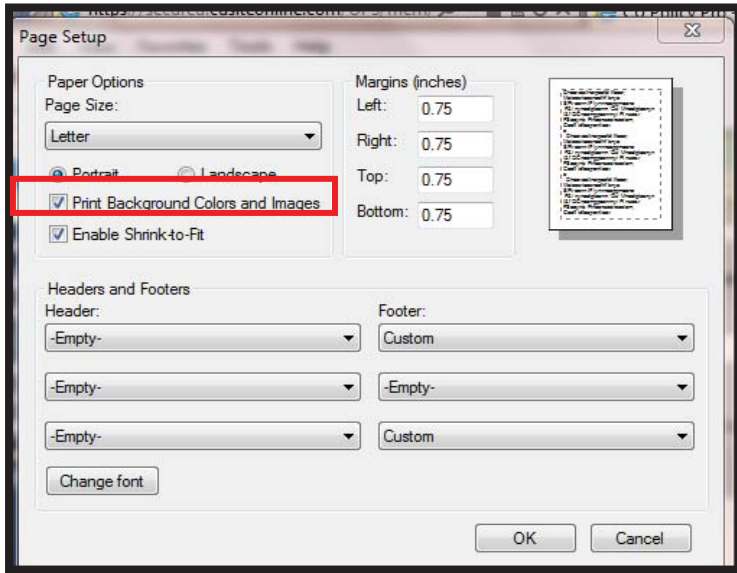
Tip #3: Printing Background Highlighting

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 is the “Print Background Colors and Images” setting.
3. This must be checked, otherwise background highlighting will not print.



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

