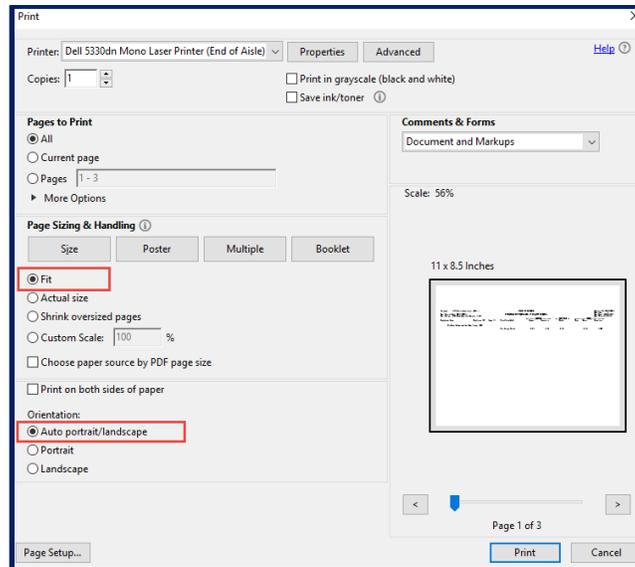


Printing Tips - Reports in Report Manager

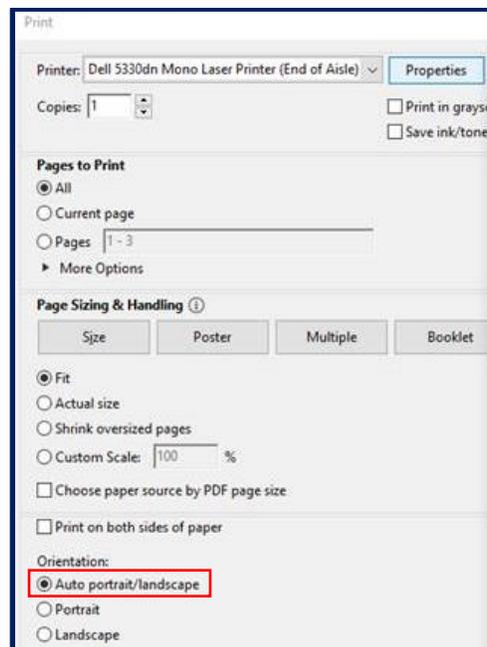
When printing reports in Report Manager, this information could vary based on your browser and print settings. It is important to ensure your printer setting are set up properly.

After you select the print option in Report Manager:

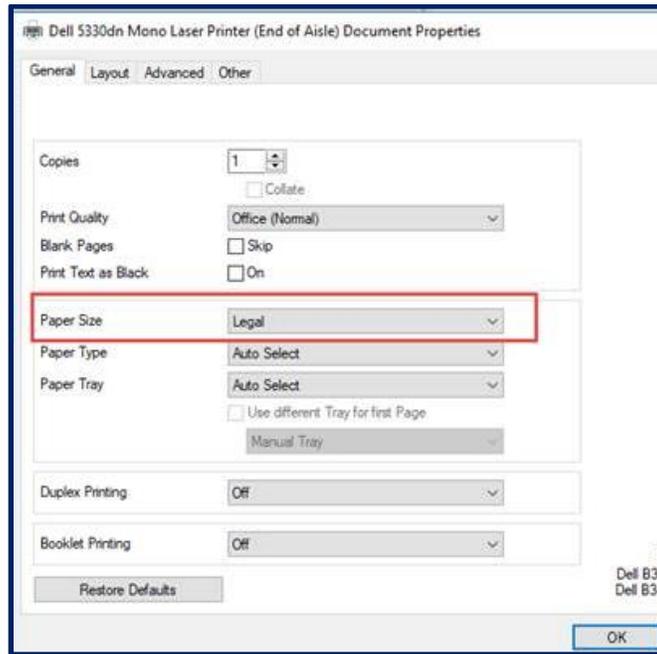
1. Make sure **“Fit”** is selected in the Print dialog box.



2. Most batch reports are in landscape format. The print function should auto select the **“Auto/portrait/landscape”** function. If not, select this print option in the lower left corner of the Print dialog box.

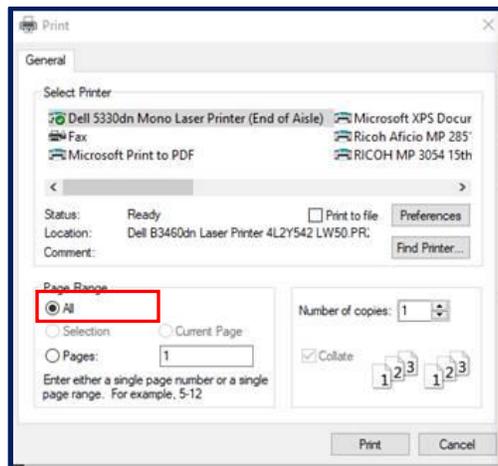


3. Some batch reports are also in legal format. It is recommended the report is printed on Print Size **“Legal”**. This will improve the readability of the report.

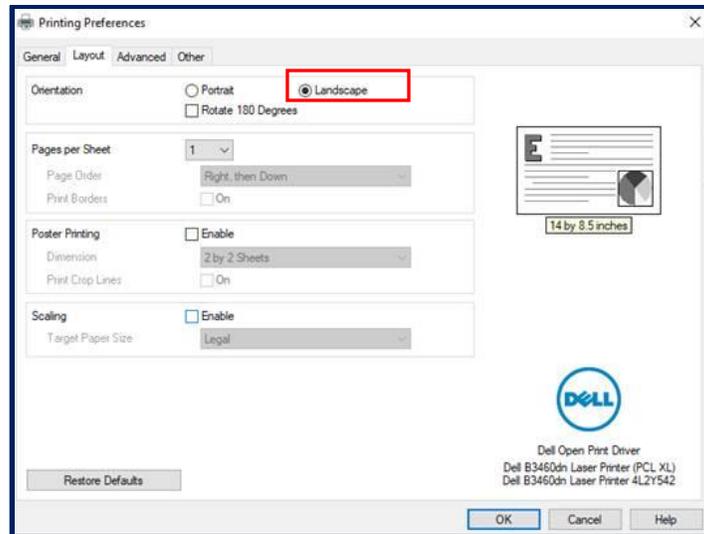


Using Firefox

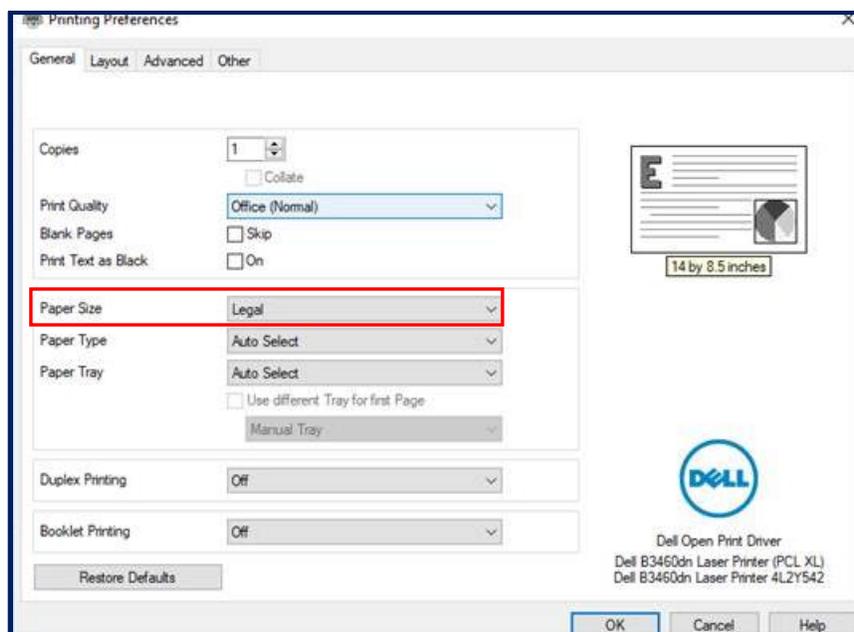
1. The print option is auto formatted for you.



2. Most batch reports are in landscape format. In Firefox, the print function is auto selected to **“Auto/portrait/landscape”** function. If not, select this print option in the Orientation section of the print dialog box.

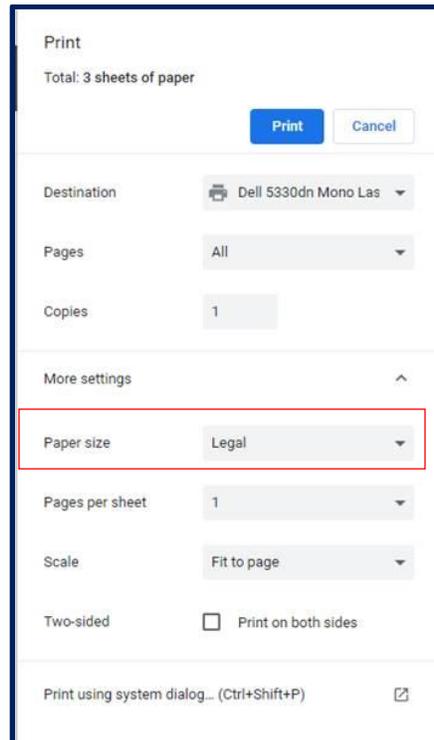


3. Some batch reports are also in legal format. It is recommended the report is printed on Print Size **“Legal”**. This will improve the readability of the report. In Firefox, if not already selected, you can select this option next to **Paper Size** in the print dialog box.



Using Chrome

1. The print option is auto formatted for you. However, to select the print option of **“Legal”** or **“Landscape”**, you have the option to select either option next to **Paper Size** in the print dialog box.



The image shows a screenshot of the Chrome print dialog box. The dialog is titled "Print" and indicates "Total: 3 sheets of paper". At the top right, there are "Print" and "Cancel" buttons. Below this, the "Destination" is set to "Dell 5330dn Mono Las". The "Pages" are set to "All" and "Copies" is set to "1". A "More settings" section is expanded, showing several options: "Paper size" is set to "Legal" (this row is highlighted with a red border), "Pages per sheet" is "1", "Scale" is "Fit to page", and "Two-sided" is unchecked with the label "Print on both sides". At the bottom, there is a link to "Print using system dialog... (Ctrl+Shift+P)".