

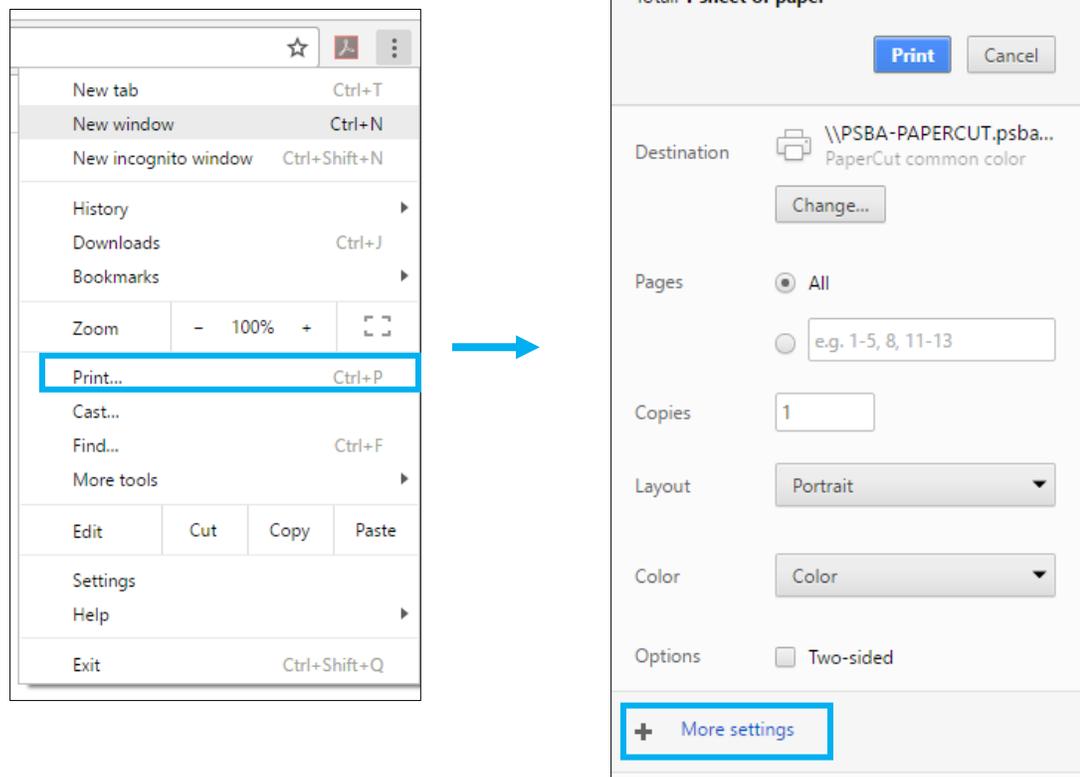
Google Chrome Printing Help

The settings used for printing documents from the Web-based policy system are controlled through the web browser used to access the system (i.e., Google Chrome, Mozilla Firefox, etc.).

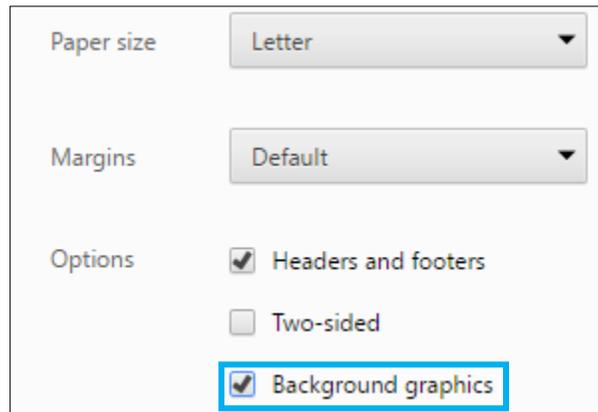
1. To access the print settings, please see the upper, right-hand corner of the Chrome window, and select the Open Window icon (highlighted in blue below) that allows the user to “Customize and control Google Chrome.”



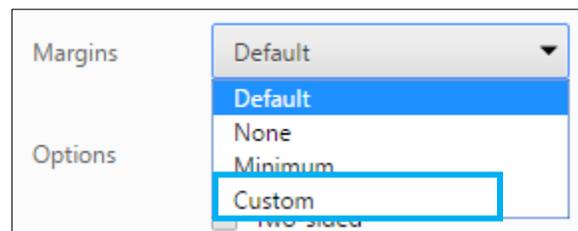
2. Select the Print option. This will cause a Print Preview window to open. On the lower, left-hand corner of the preview window, select the More Settings option. This will give the user access to the print settings needed.



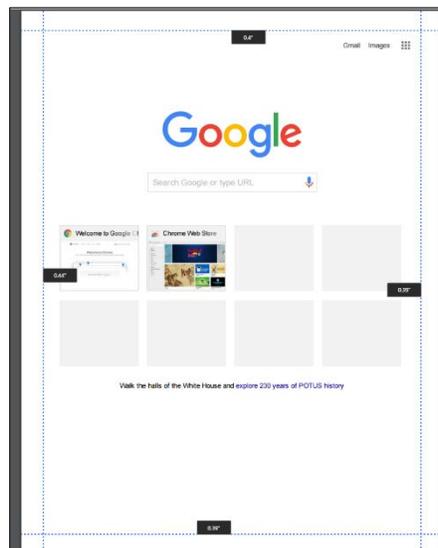
- Some users may notice that their document changes made using the Tracking Changes function or text color and background color tools are not being printed. To solve this issue, see the Options section and make sure Background Graphics is checked.



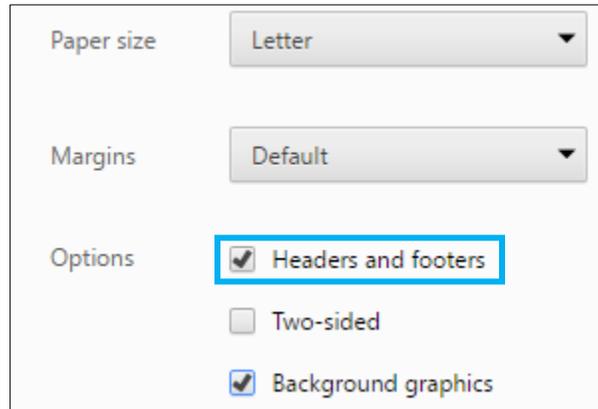
- If the document language is being partially obstructed by three three-hole punch, the document margins can be changed by selecting Custom from the drop down menu in the Margins section.



- The margins will appear as a dashed blue line on the preview document. The left margin may be made larger by selecting the line and sliding it to the right. Different users will find that different margins work best, and the user may need to try different measurements for the left margin. We recommend changing the left margin to 0.5 inches to start.



6. There is an option to disable Chrome's default headers and footers by deselecting it in the Options section. Removing the check mark from the Headers and footers option would remove the date, "BoardDocs" label, website address and page numbers from the header and footer of the printed policy.



****NOTE:** If the user would like to have only page numbers or a date printed on the policy, without the other information in the header/footer, try using Mozilla Firefox as a web browser, where specific items for printing in the header and footer areas may be selected.

7. When finished, select Cancel in the Print window. In the Web-based policy system, use the printer icon on the upper, left corner of the desired policy to print the document with the new settings.

