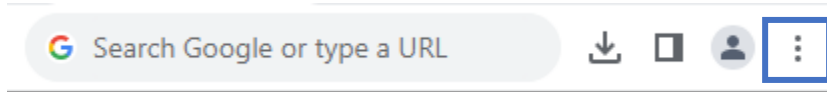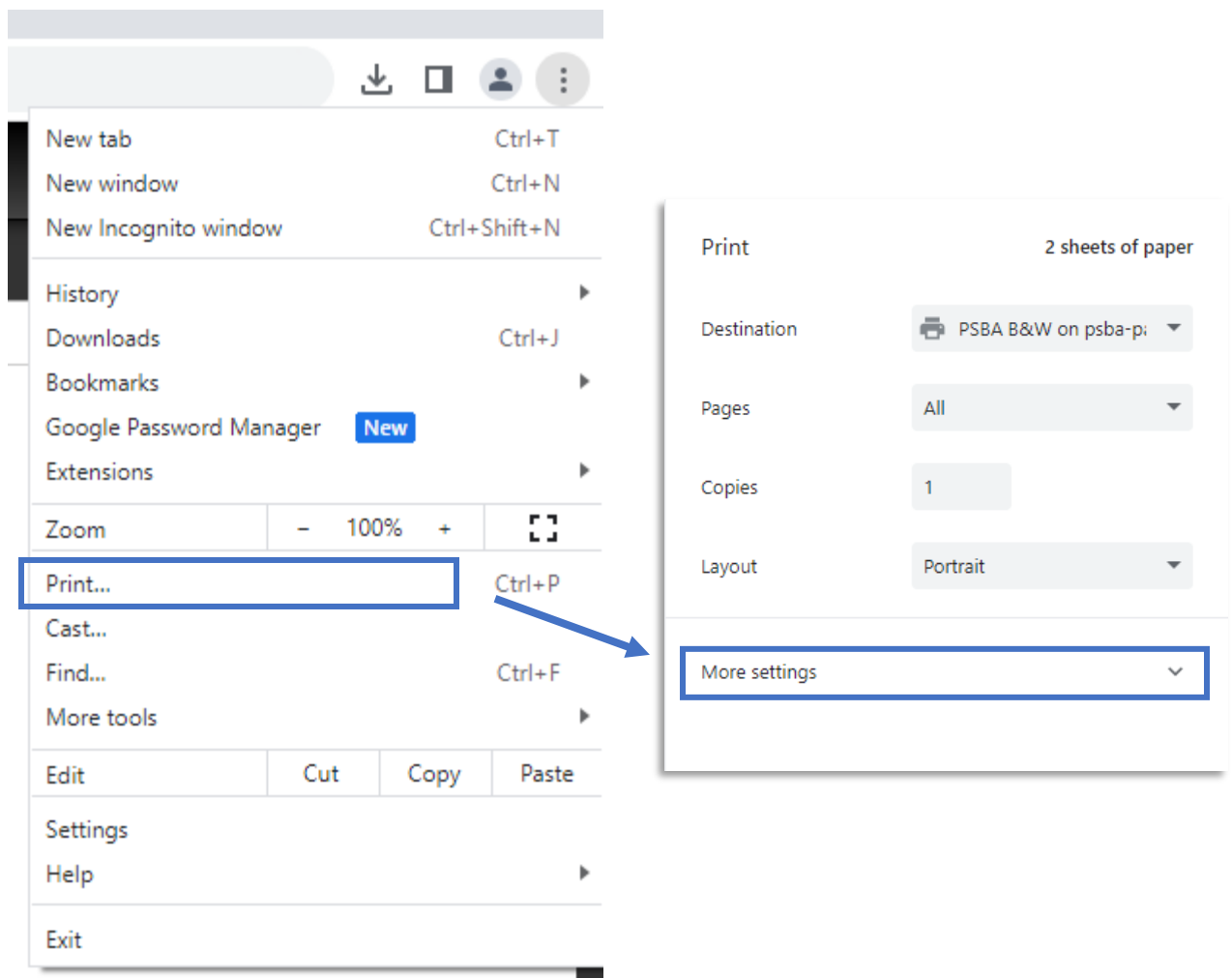## Google Chrome Printing Help

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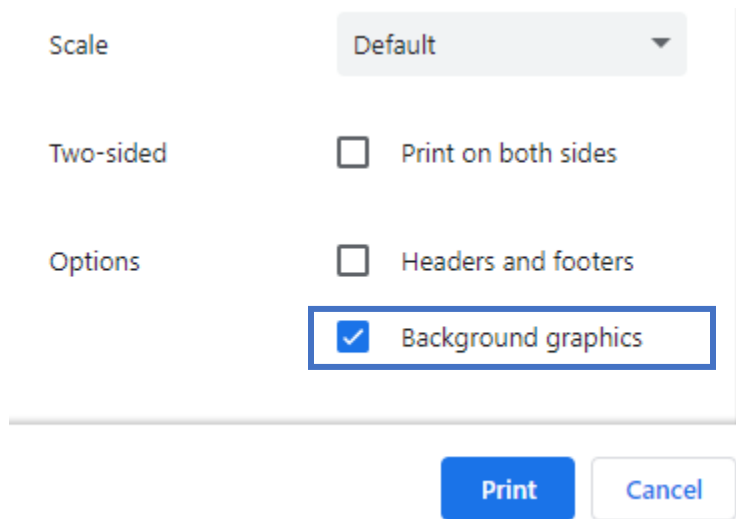
1. To access the print settings, please see the upper, right-hand corner of the Chrome window, and select the **Open Window** icon (highlighted in blue below) that allows the user to "Customize and control Google Chrome."

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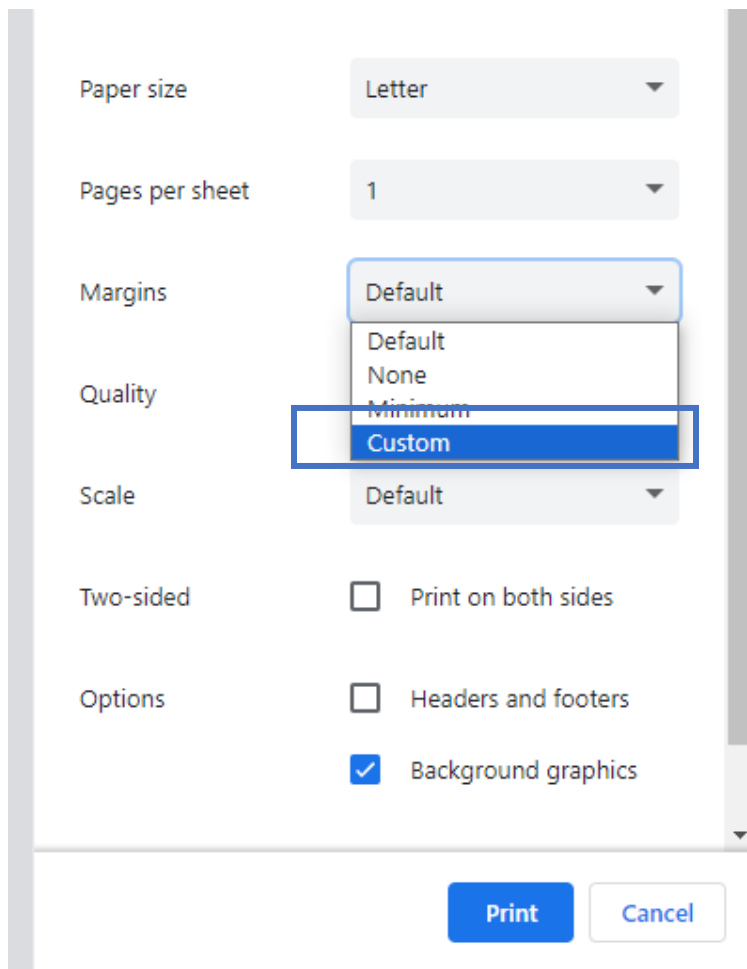
3. Some users may notice that their document changes made using the Tracking Changes function or text color and background color tools are not being printed. To solve this issue, see the **Options** section and make sure *Background Graphics* is checked.
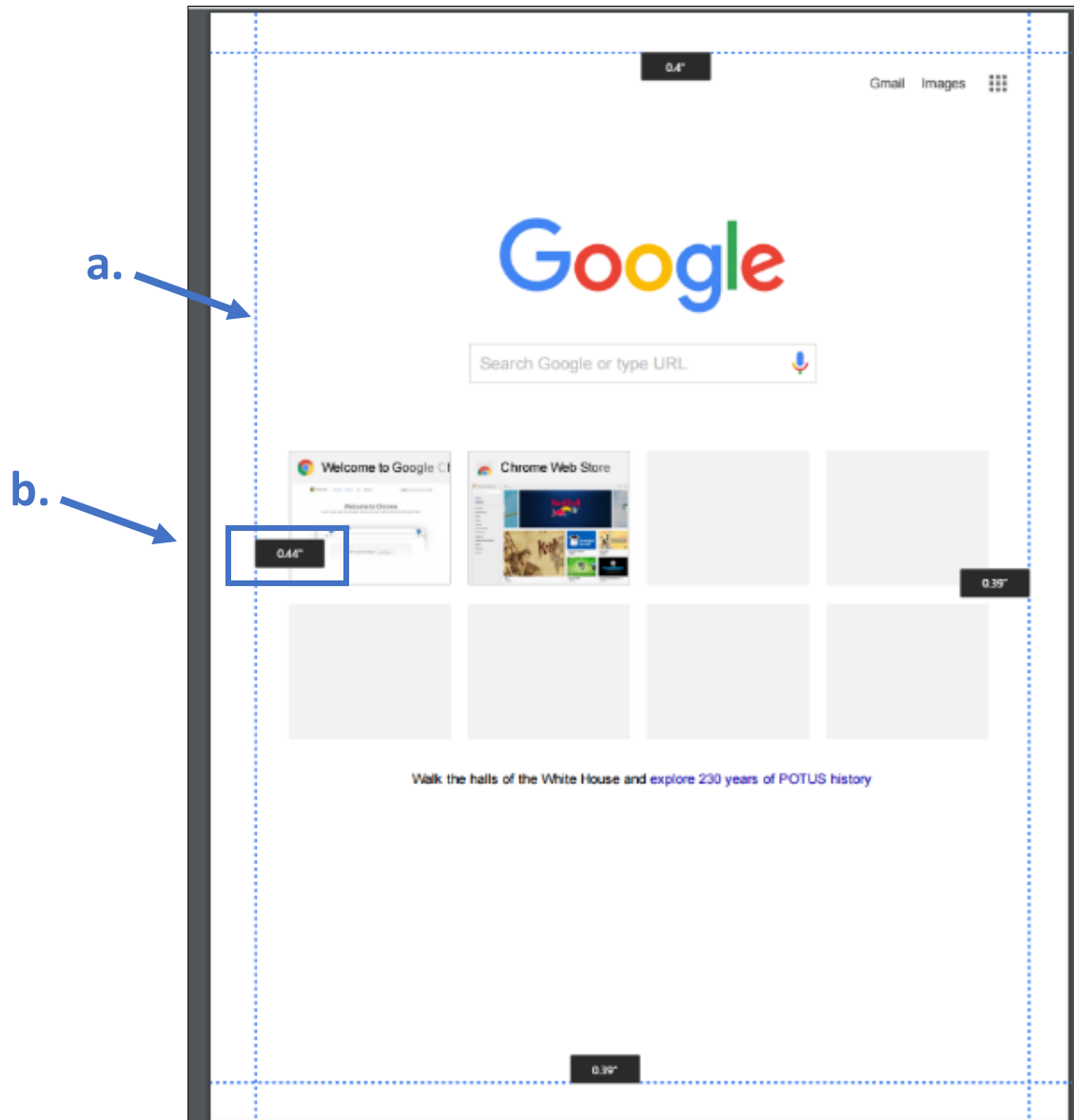

4. If the document language is being partially obstructed by three three-hole punch, the document margins can be changed by selecting *Custom* from the drop-down menu in the **Margins** section.
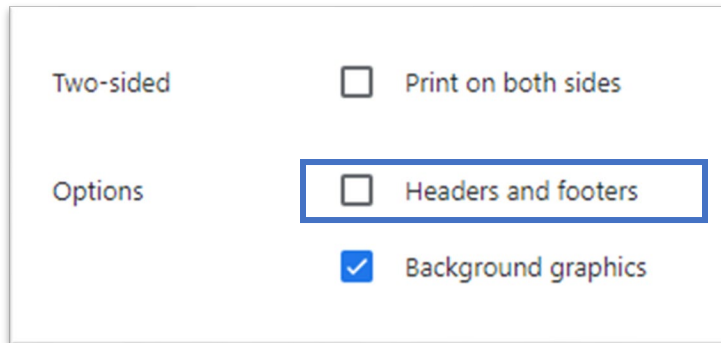
5. The margins will appear as a dashed blue line on the preview document. The left margin may be made larger by:
    a. Selecting the line and sliding it to the right OR
    b. Typing the new measurement in the black number field.

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.
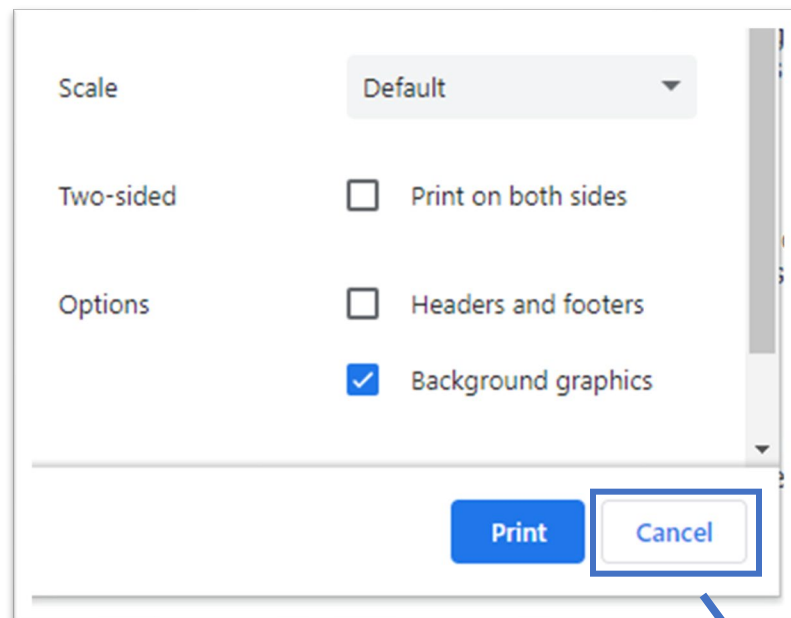

7. When finished, select **Cancel** in the Print window. In the Web-based policy system, use the **Printer icon** on the upper, left corner of the desired policy to p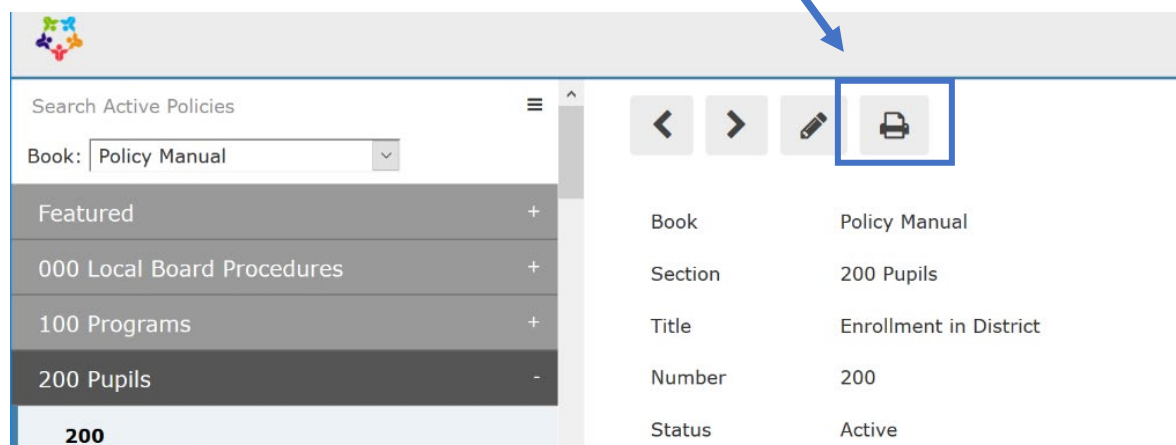rint the document with the new settings.