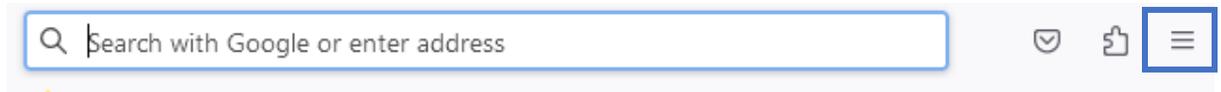


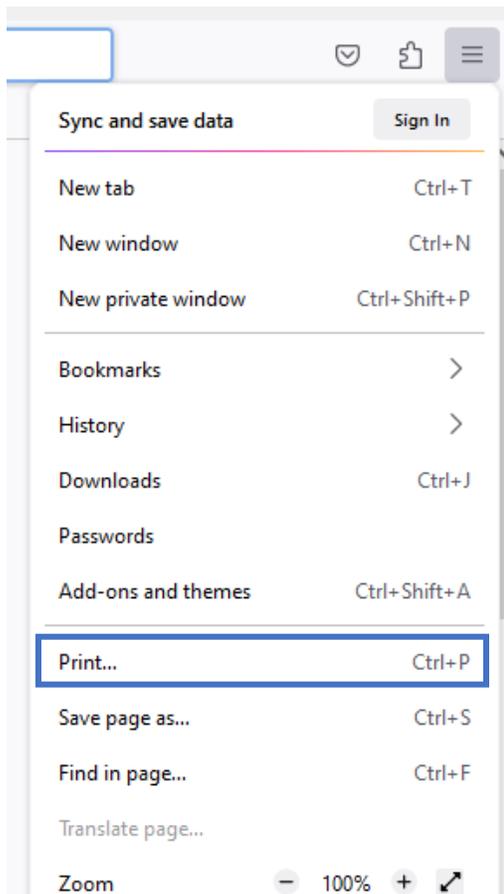
## Mozilla Firefox Printing Help

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 Firefox window, and select the **Open Application Menu** icon (highlighted in blue below).



2. Select the **Print** option. This will bring up the **Print Options** window.



- 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, scroll down to the **Options** section, and make sure **Print backgrounds** option is checked.

**Print** 2 sheets of paper

---

Destination  
Microsoft Print to PDF

Orientation  
Portrait Landscape

Pages  
All

Color mode  
Color

---

Fewer settings

Paper size  
Letter

Scale  
 Fit to page width  
 Scale 100

Pages per sheet  
1

Margins  
Default

Options  
 Print headers and footers  
 Print backgrounds

4. If the document language is being partially obstructed by the three-hole punch, go to the **Margins** section and select **Custom (inches)** from the drop-down menu.

The image shows a print dialog box with various settings. A blue box highlights the 'Margins' dropdown menu, which is currently set to 'Default'. A blue arrow points from this box to a callout window that shows the expanded dropdown menu with three options: 'Default', 'None', and 'Custom (inches)'. The 'Custom (inches)' option is highlighted in grey.

**Print** 2 sheets of paper

Destination  
Microsoft Print to PDF

Orientation  
Portrait Landscape

Pages  
All

Color mode  
Color

Fewer settings

Paper size  
Letter

Scale  
 Fit to page width  
 Scale 100

Pages per sheet  
1

Margins  
Default

Options  
 Print headers and footers  
 Print backgrounds

Margins  
Default  
None  
Custom (inches)

- By default, the document margins will be set to 0.5 inches on all sides. 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 0.6 inches to start.

#### Margins

Custom (inches) ▾

0.50 ▾	0.50 ▾
Top	Bottom
0.60 ▾	0.50 ▾
Left	Right

6. There is an option to disable Firefox’s default headers and footers by deselecting it in the **Options** section. Removing the check mark from the **Print headers and footers** option would remove the date, “BoardDocs” label, website address and page numbers from the header and footer of the printed policy.

---

**Print** 2 sheets of paper

---

Destination  
Microsoft Print to PDF

Orientation  
Portrait Landscape

Pages  
All

Color mode  
Color

---

Fewer settings

Paper size  
Letter

Scale  
 Fit to page width  
 Scale 100

Pages per sheet  
1

Margins  
Default

Options  
 Print headers and footers  
 Print backgrounds

- 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 print settings.

Pages per sheet

1

Margins

Custom (inches)

0.50 0.50

Top Bottom

0.60 0.50

Left Right

Options

Print headers and footers

Print Cancel

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Book Policy Manual

Section 200 Pupils

Title Enrollment in District

Number 200

Status Active

Adopted June 14, 2005

Last Revised November 10, 2009

**Authority**

The Board shall enroll school age students eligi and regulations, Board policy and administrative