Printing a Training Confirmation Page In Firefox

1. Click the blue "Print this Page" button on the right hand side of the Training Confirmation Sheet.
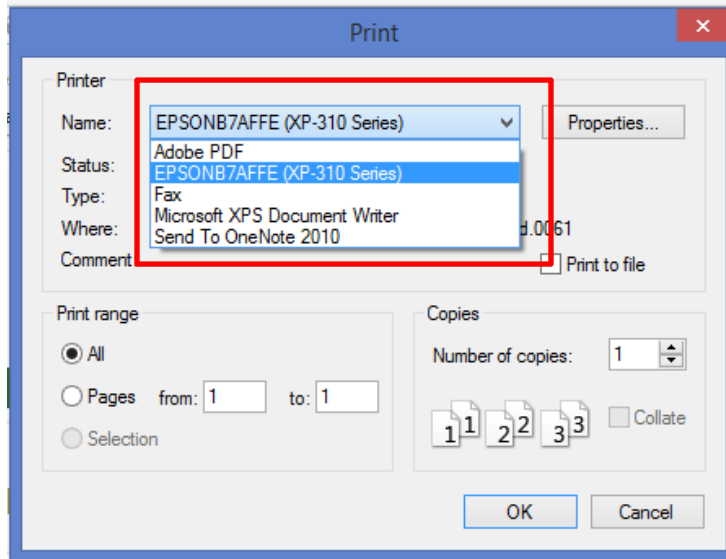

A Print window will open where you can adjust the settings as per our recommendation. Our recommendations include changing the page orientation to landscape and to reduce the page to fit the page.

Note: If you have any questions or require further assistance with printing the Training Confirmation Sheet, please feel free use the live chat feature available on the Application Dashboard after reviewing this document.
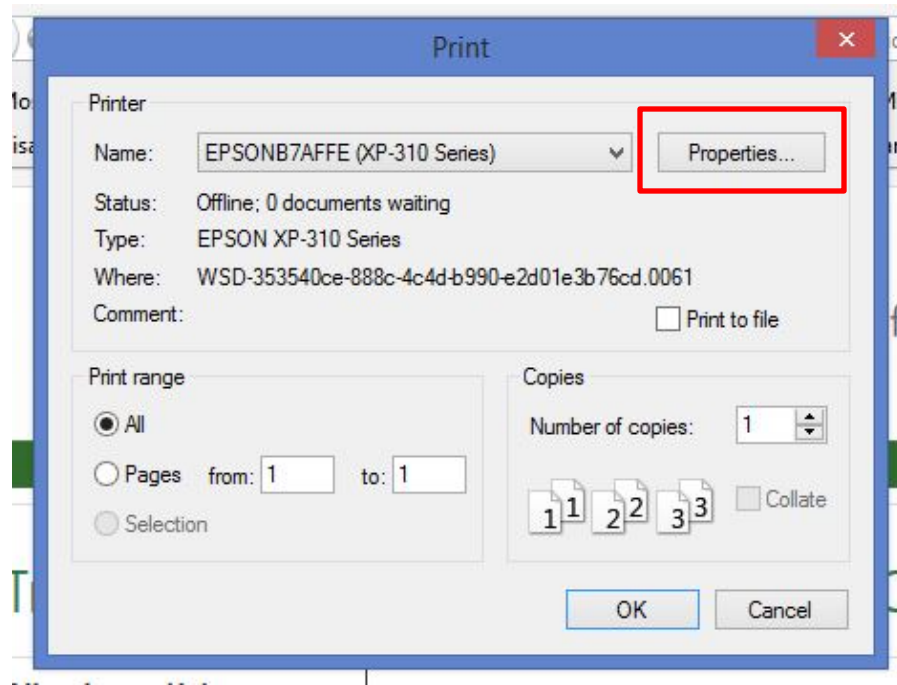
Print window settings

This is window that should open once you have clicked on "Print this page"

2. Printer selection:

- Click the drop-down menu next to **Name** to select which printer is used to print the Training Confirmation Sheet.

  Note: The printers displayed in the list will vary according to those available to you.
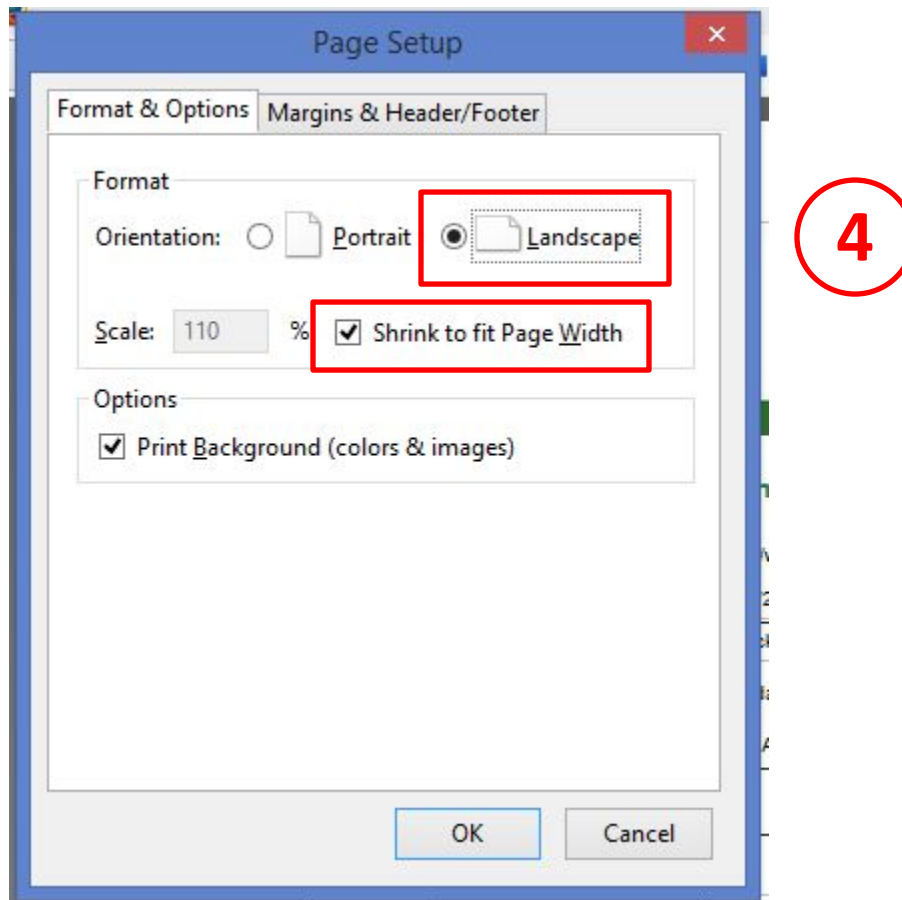
Changing the page setup

3. To change the orientation of the page and to reduce the Training Confirmation Sheet (TCS) to fit on the paper, click on the Properties button, next to the printer name... The Page Setup window as per Step 4 below will appear.
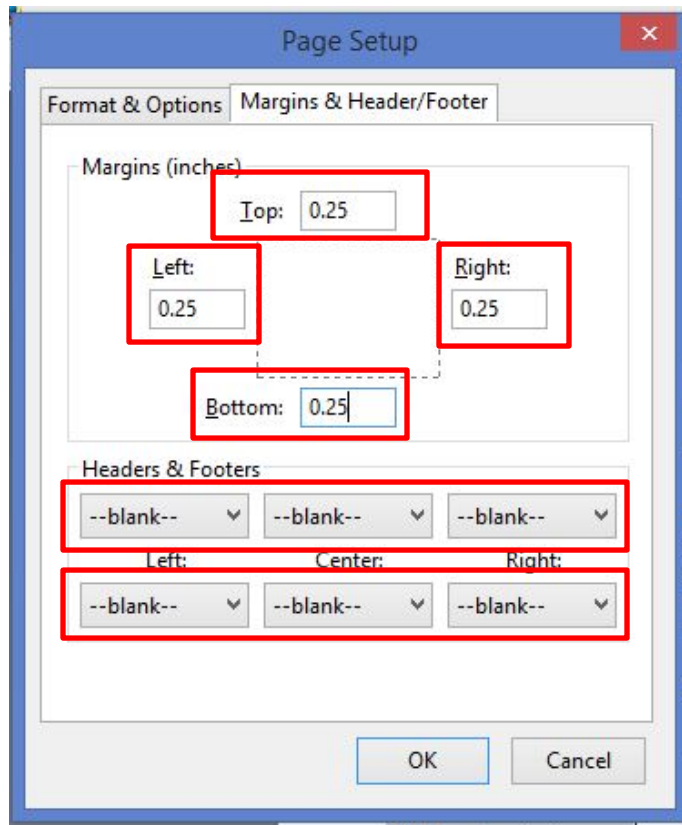
Format and Options

(Please note that your Properties/Page Setup dialogue box may be different than the image above as it is dependent on the printer that you have selected to use.)

4. The Format & Options tab within the Page Setup box allows you to change:

- **Orientation**:
    - o **Recommended** - Select **Landscape** for the Training Confirmation Sheet especially when printing on letter size (8.5 x 11) paper.
- **Scale**: To make the web page fit on the printed paper, you can adjust the scale.
    - o **Recommended** - **Shrink to fit** automatically adjusts the scale. Depending on your printer you may need to reduce the page down to 80% to fit the page horizontally on the paper but again this can vary depending on the printer. You may need to print a few copies before you have the reduction optimized.

Margins and Header/ Footer

5. The Margins & Header/Footer tab allows you to change:

    - **Margins:** You can enter the width of the page margins for the top, bottom, left, and right sides of the page separately. We recommended having the margins be as low as possible to maximize the space available for printing. Having .25 in set for the margin is good starting point.
    - **Headers & Footers**: Use the dropdown menus to select what appears on the printed page. The top-left dropdown box's value appears at the top-left corner of the page; the top-center dropdown box's value appears at the top-center portion of the page, and so on. Choose from:
        - **Recommended --blank--**: Nothing will be printed. This is the recommended setting for all the fields below not just in the center. It will help to maximize the space available for the Training Confirmation Sheet.
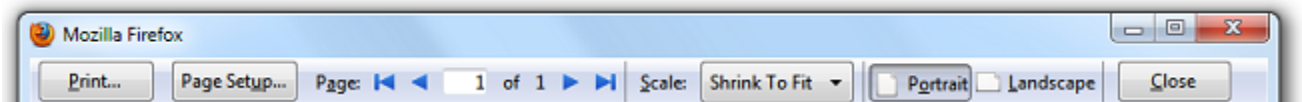
Click OK to finish making changes and close the Page Setup window.

You will now be brought back to the Print Window found in Step 2. Click on OK which will bring the printing process. Sometimes the settings chosen made may need further adjustments. If your first copy is not as you would like it, choose the Print Preview (see below) to select make the minor adjustments required.

Print preview

To see how the Training Confirmation Sheet will look when printed, click on the Firefox button ☰, go over to the Print... menu (File menu in Windows XP).

The Print Preview window allows you to change some of the options as detailed in Steps 2 to 5 above. Access the Print window in Step 2 above by clicking the "Print…" button, or the Page Setup window in Step 3 by clicking the "Page Setup...." button. Click on the arrows next to the **Page:** field to flip through the pages of the document. The double arrows take you to the first or last page, and the single arrows go to the next or previous page. You can also easily adjust the scaling and orientation (see Step 4 above).

Click Close to exit Print preview.