

Printing the Training Confirmation In Google Chrome

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

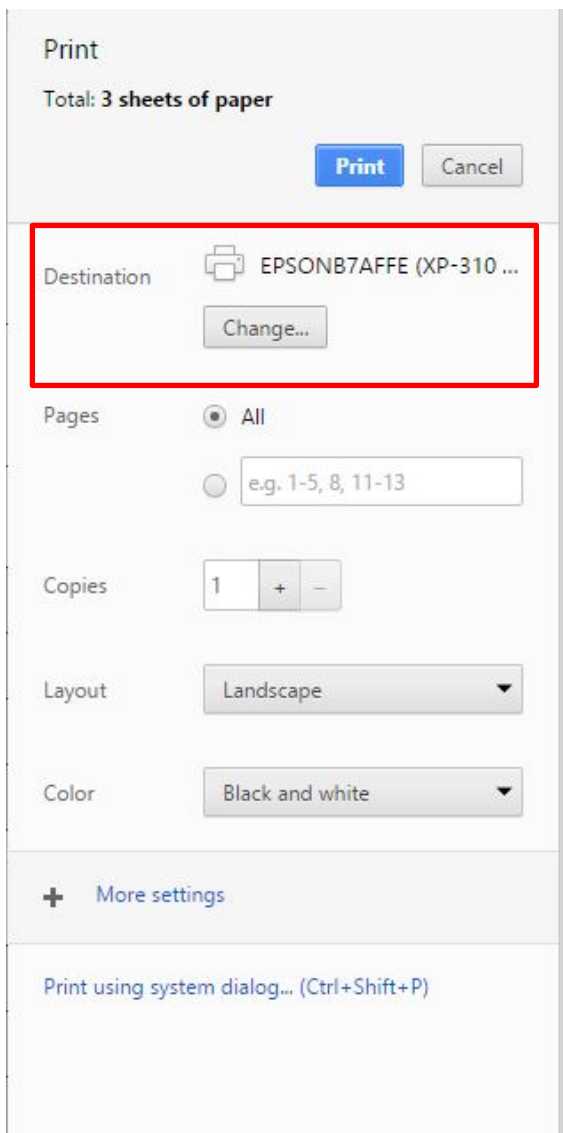
Roots of Empathy Seeds of Empathy	
<div>Print this page</div>	
Last Updated:	2015-07-22
Training Location:	YWCA Cambridge
Province/State:	ON
FV kit available at the Training Site? (Y/ N):	Yes
Host Kpp:	Mary Wright

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A Print window will open where you can adjust the settings as per our recommendations. 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



Print

Total: 3 sheets of paper

[Print](#) [Cancel](#)

Destination  EPSONB7AFFE (XP-310 ...)

[Change...](#)

Pages ☒ All

☐ e.g. 1-5, 8, 11-13

Copies [+](#) [-](#)

Layout [Landscape](#) ▼

Color [Black and white](#) ▼

[+ More settings](#)

[Print using system dialog... \(Ctrl+Shift+P\)](#)

2

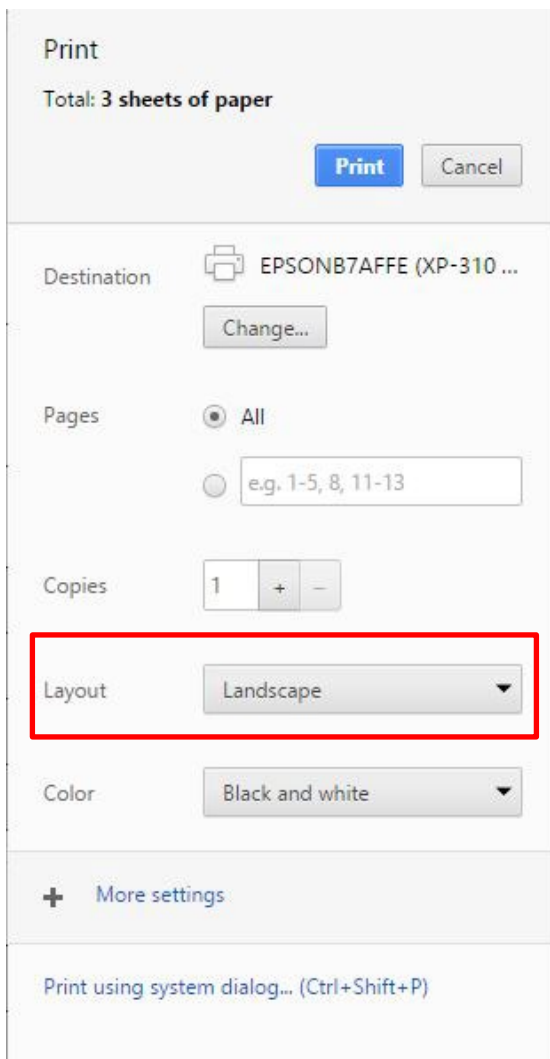
This is the window that should open once you have clicked on “Print this page”

2. Printer selection:

- Click the Change button menu next to **Destination** to select the printer you would like to use.

Note: The printers displayed in this list will vary according to those available to you.


Print window settings continued



Print

Total: 3 sheets of paper

[Print](#) [Cancel](#)

Destination  EPSONB7AFFE (XP-310 ...)

[Change...](#)

Pages ☒ All

☐ e.g. 1-5, 8, 11-13

Copies 1 [+](#) [-](#)

Layout Landscape ▼

Color Black and white ▼

[+ More settings](#)

[Print using system dialog... \(Ctrl+Shift+P\)](#)

3

3. Orientation selection:


- Click on the drop-down menu next to **Layout** to change the orientation of the page. We recommend using **landscape** to ensure the Training Confirmation Sheet maximizes the page space available especially if using 8.5 x 11/Letter size paper.

More Print window settings

Print

Total: 3 sheets of paper

[Print](#) [Cancel](#)

Destination  EPSONB7AFFE (XP-310 ...)

[Change...](#)

Pages

☒ All

☐ e.g. 1-5, 8, 11-13

Copies

1 [+](#) [-](#)

Layout

Landscape

Color

Black and white

[+ More settings](#)

[Print using system dialog... \(Ctrl+Shift+P\)](#)

4. To change the paper size and margins, click on "More settings"

5. In "More Settings" select the paper size you wish to use.

5

Print

Total: 1 sheet of paper

[Print](#) [Cancel](#)

☐ e.g. 1-5, 8, 11-13

Copies

1 [+](#) [-](#)

Layout

Landscape

Color

Black and white

Paper size

Letter (8 1/2 x 11 in)

Margins

Custom

Options

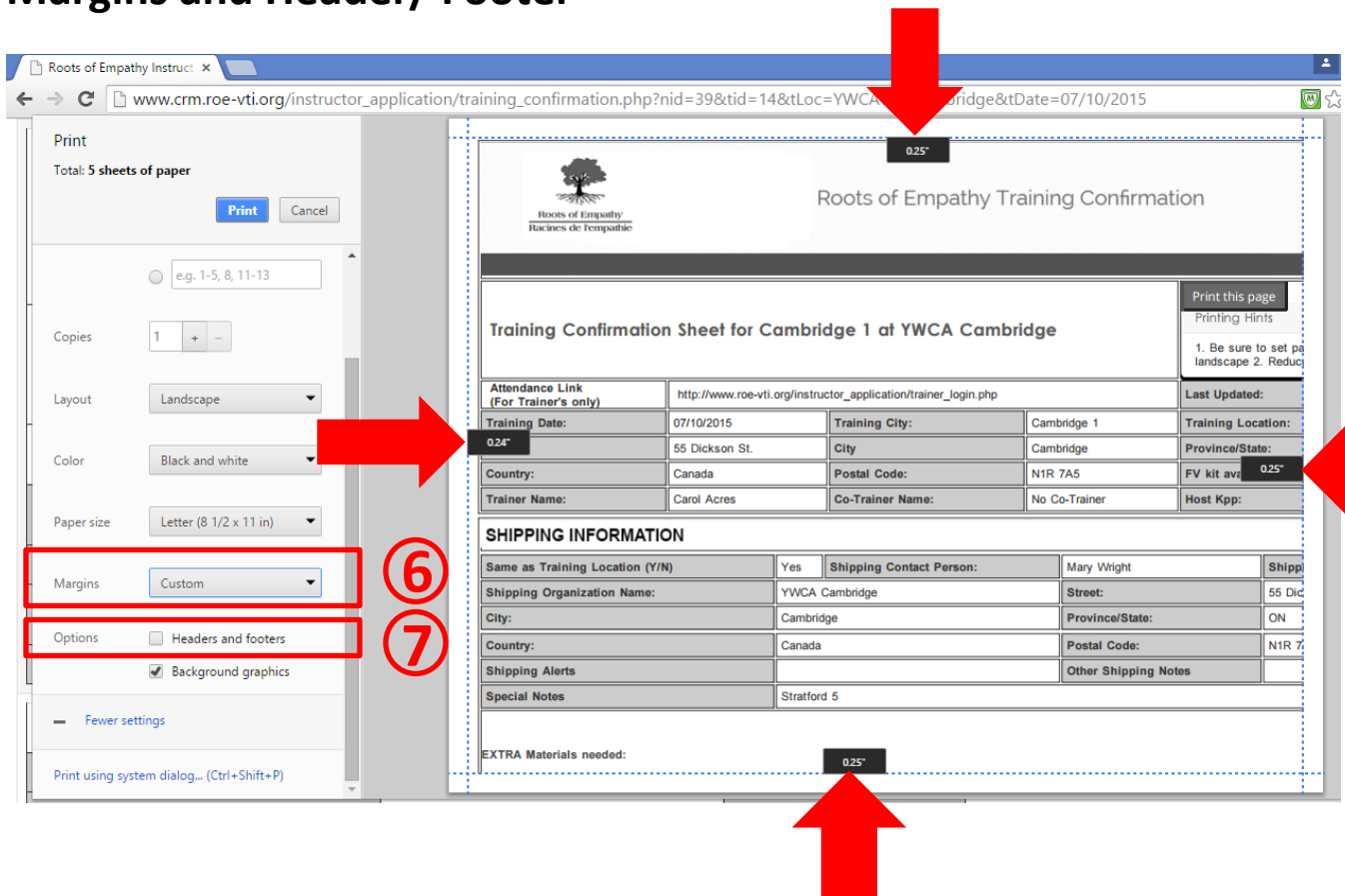
☐ Headers and footers

☒ Background graphics

[- Fewer settings](#)

[Print using system dialog... \(Ctrl+Shift+P\)](#)

Margins and Header/ Footer



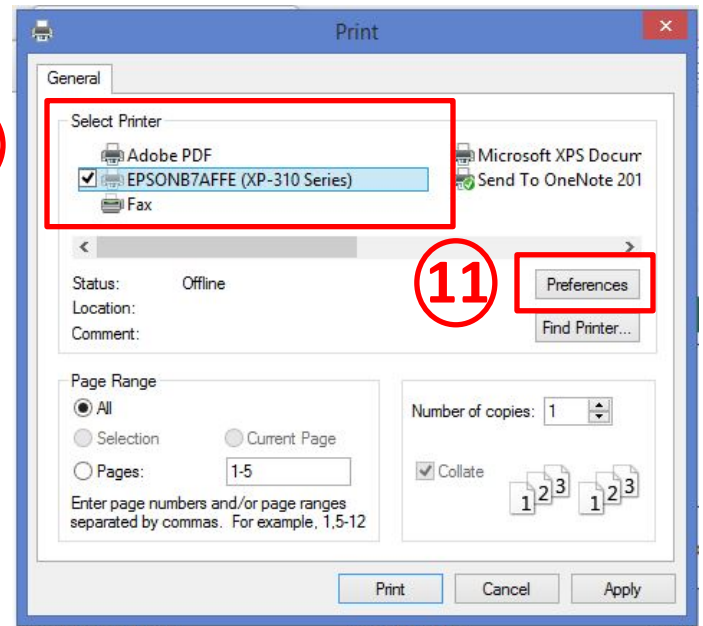
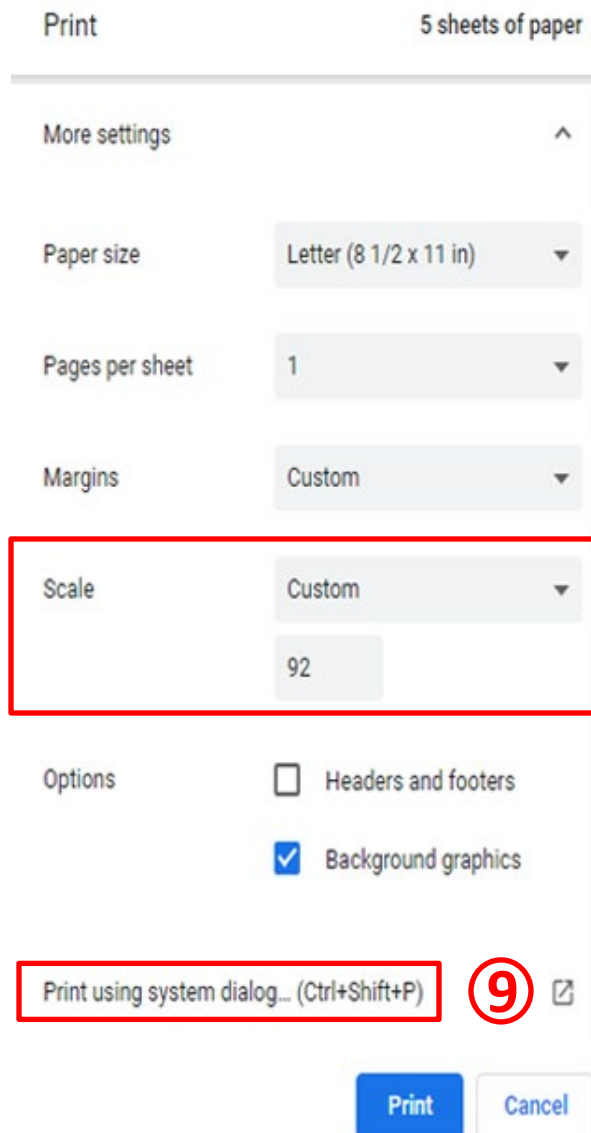
In the More Settings section of the Print Window you can change the margins and the Headers and Footers:

6. The Margins tab allows you to change:

- **Margins:** Set the setting to “Custom” next to the **Margins**. In the print preview window to the right of print settings box, you can move all 4 of the margins (the dotted blue lines as shown above by the arrows) directly on the print preview to the right of the print settings box. Adjust 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 often works.

7. Headers and Footers should be not be checked. This will allow for more space to be available for the Training Confirmation Sheet.

Adjusting the Scaling

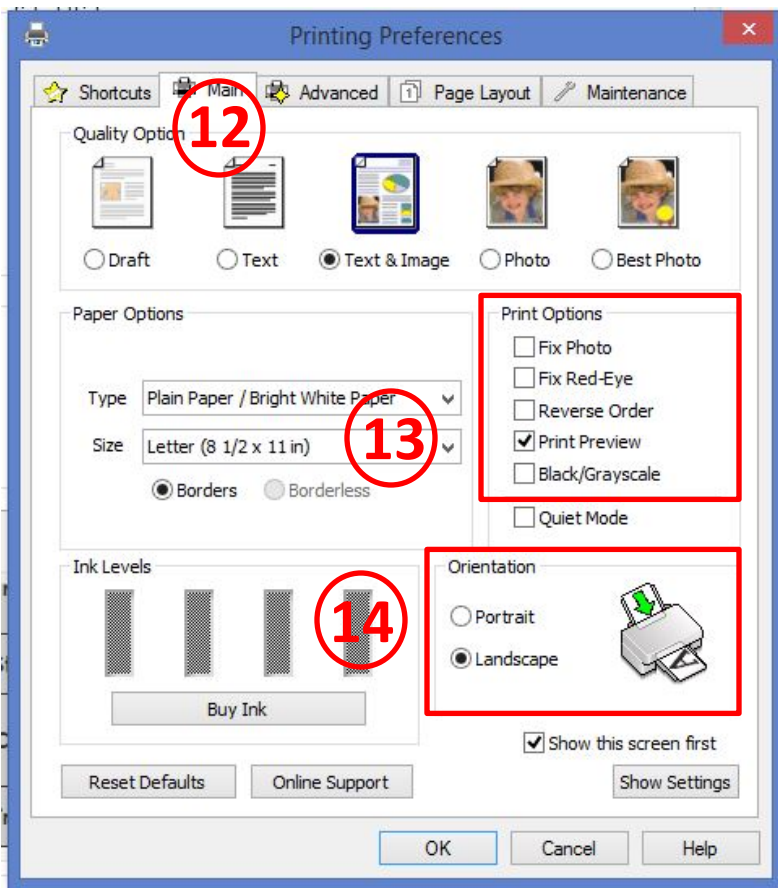


8. In order to adjust the scaling there are 2 options. First you can use the “Scale” option beneath the “Margins”. Choose “Custom” from the dropdown. Adjust the amount of scaling beneath the dropdown so that the page fits within the margins in the preview on the left-hand side.

9. The other option to adjust scaling using the automatic adjustment with “Fit to page” found in system dialog. To get to it, click on “Print using system dialog...” at the bottom of the Print Window.

10. The system Print window will now open. Be sure the printer you are using is selected.

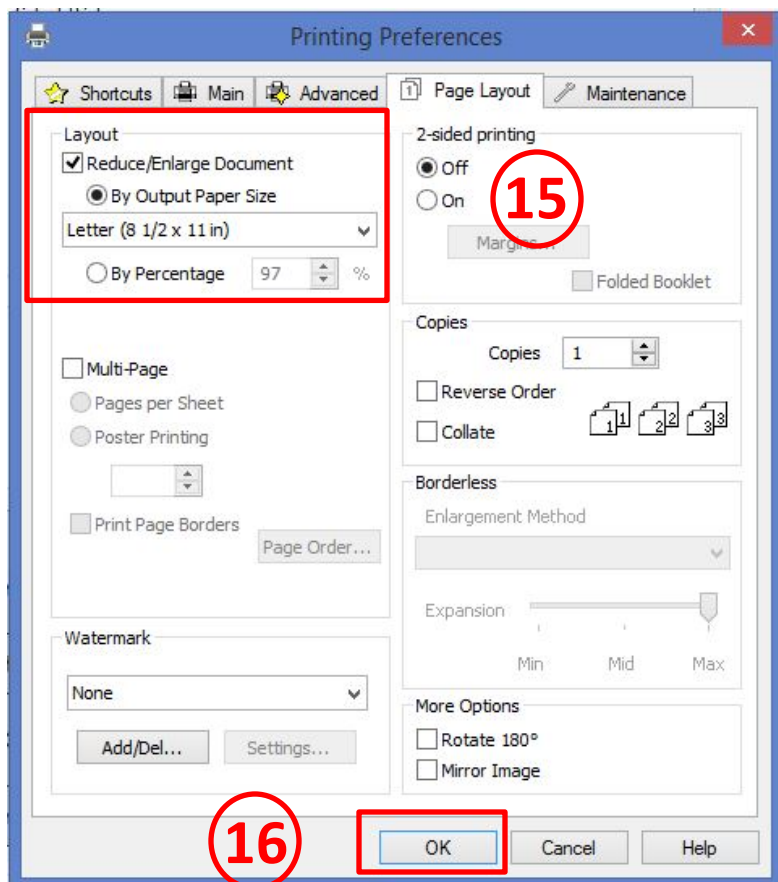
11. Click on the “Preferences” button.



12. The Printing Preferences window will open. Each printer will have a different Printing Preferences window setup so your window may not look exactly as shown.

13. If there is an option to choose “Print Preview”, please do so. This will show a print preview before you click on the final “OK” button to print.

14. Be sure to check that the orientation is set to “Landscape”.



15. Be sure to check for a “Scaling” option. In this instance it is found in the Page Layout tab. Once you have found it, select the “Fit to Page”, “Shrink to page” or “Reduce to Output Paper Size”. You may need to reduce it further after your initial preview or print out. You may even need to reduce up to 80% depending on your print out.

16. Click OK to close the Printing Preferences Page. Then click “Print” when back in the Print Window.

If you have selected “print preview” while in the printing preferences, a print preview page will open before the document is printed. You can use the print preview to determine if the orientation, scaling and margins are sufficient for the final printing. Go through Steps 6 to 14 to make adjustments as needed. If no print preview has been selected, you will need to make adjustments as determined by the print out.