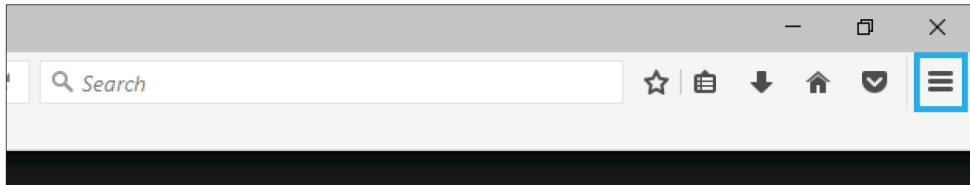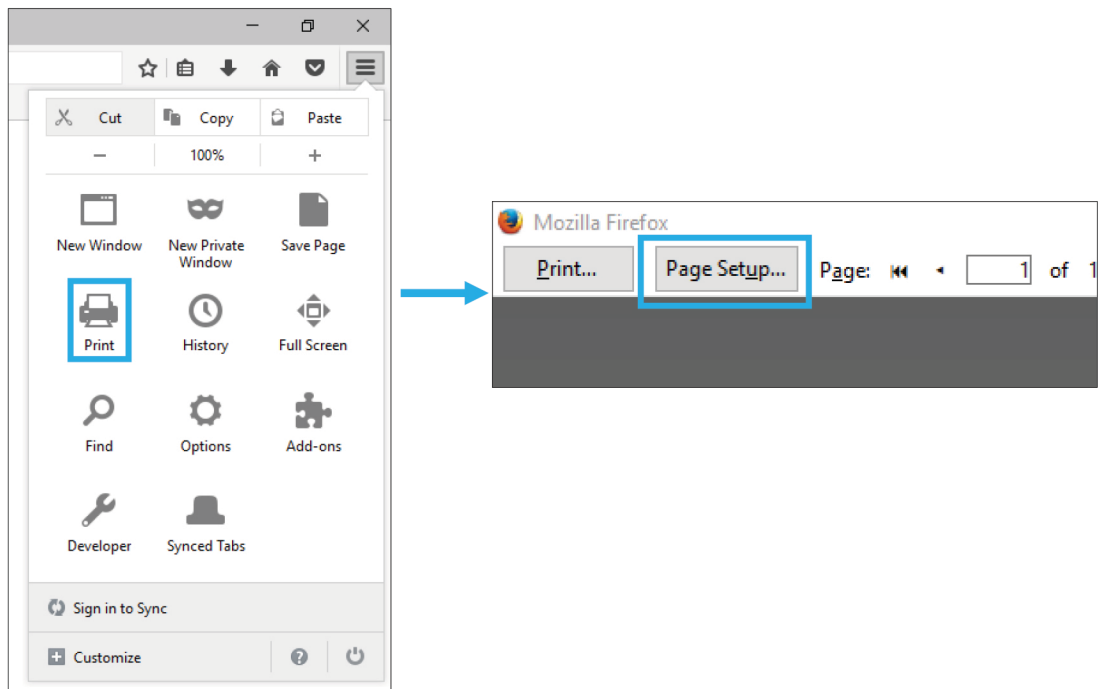# Mozilla Firefox Printing Help

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.).
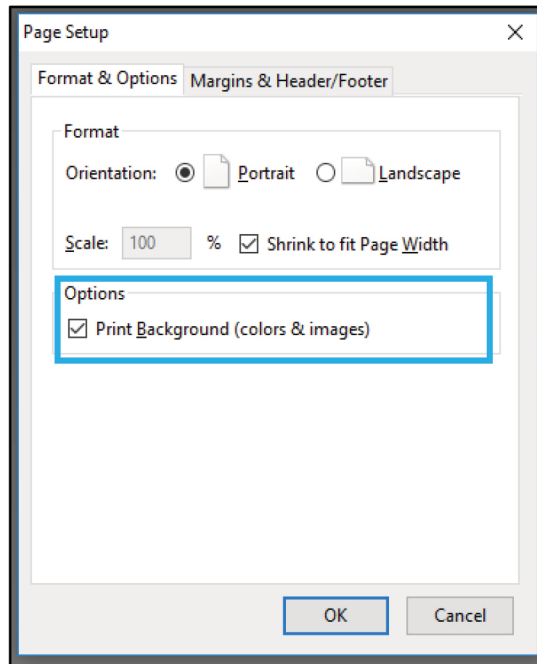
1. To access the print settings, please see the upper, right-hand corner of the Firefox window, and select the Open Menu icon (highlighted in blue below).
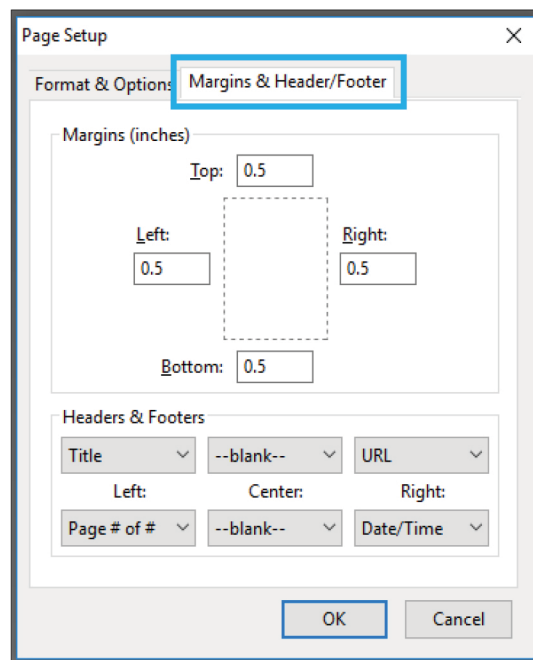
2. Select the Print icon. This will cause a Print Preview window to open. In the upper, left-hand corner of the preview window, select the Page Setup icon. This will open the Page Setup window.
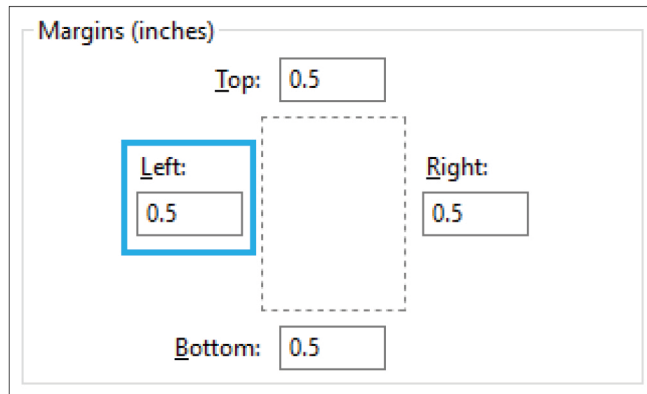
3. Some users may notice that their document changes made using the Tracking Changes function or text color and background color tools are not being printed. To solve this issue, see the Options box, and make sure Print Background is checked.
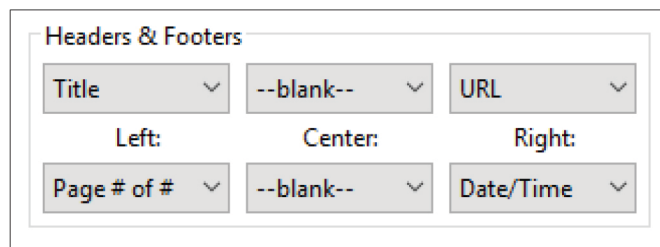

4. If the document language is being partially obstructed by the three-hole punch, please select the Margins & Header/Footer tab of the Page Setup window.
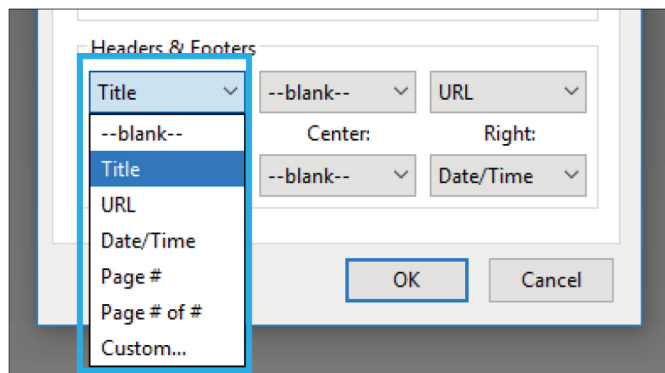
5. By default, the document margins will be set to 0.5 inches on all sides. Different users will find that different margins work best, and the user may need to try different measurements for the left margin. We recommend changing the left margin to 0.6 inches to start.

Margins (inches)
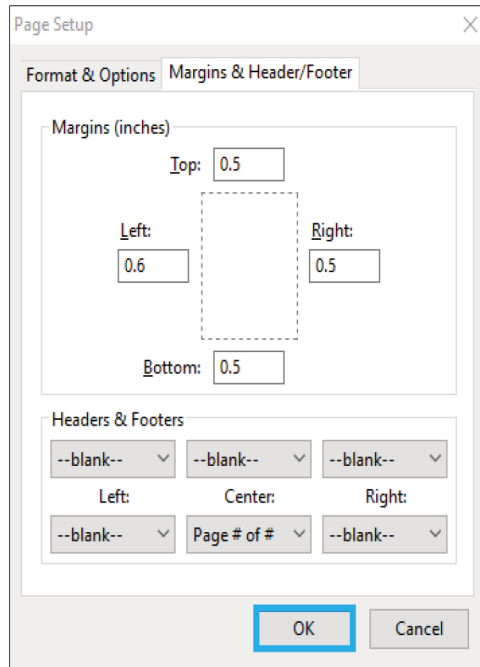- Top: 0.5
- Left: 0.5
- Right: 0.5
- Bottom: 0.5

6. Using the Headers & Footers box, the user also can choose what information is included in the document margins. The top row of boxes denotes the header information and the bottom denotes the footer. In between the rows of boxes are labels noting the orientation of each option.

Headers & Footers

Title	--blank--	URL
Left:	Center:	Right:
Page # of #	--blank--	Date/Time

7. By selecting a box, a drop-down menu will appear, allowing the user to select the information desired, including the option to leave the area blank, or to insert custom text. The header and footer selected will be applied to every page that is printed.

Headers & Footers

Title	--blank--	URL
--blank--	Center:	Right:
Title	--blank--	Date/Time
URL		
Date/Time		
Page #		
Page # of #	OK	Cancel
Custom...		

8. When finished, select OK in the Page Setup 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.