

Help with Printing

Q: How do I print pages on the site?

A: The ODJFS Internet site was designed primarily for viewing on a computer screen. Since the shape of a computer screen is different from the shape of a standard letter-sized piece of paper, special steps may be needed to print a page on the site. If you encounter problems printing, try one or both of the following:

- **Set the print margins to zero inches:**
 1. In your web browser (Netscape or Internet Explorer), click on the **File** menu, then click **Page Setup**.
 2. Under **Margins**, enter 0 (zero) for all four margins (Top, Bottom, Left, and Right).
 3. One or more of the zeros may automatically change to a slightly larger value, such as 0.16. If so, just leave the new value.
 4. Click **OK** to close the Page Setup window.
 5. Print the desired page(s).
- **Print using Landscape orientation instead of Portrait orientation:**

(*Landscape* means the long side of the paper is at the top;
Portrait means the short side of the paper is at the top.)

 - In Internet Explorer...
 1. Click on the **File** menu, then click **Page Setup**.
 2. Under **Orientation**, select **Landscape**.
 3. Click **OK** to close the Page Setup window.
 4. Print the desired page(s).
 - In Netscape...
 1. Click on the **File** menu, then click **Print**.
 2. Click the **Properties** button.
 3. The appearance of the printer Properties window varies depending on your printer. Somewhere within the window you should see a section labeled **Orientation**. (You may need to look at several "tabs" within the Properties window to find the Orientation section).
 4. Under **Orientation**, select **Landscape**.
 5. Click **OK** to close the printer Properties window.
 6. Select any other desired Print options (number of copies, etc.), then click **OK** to Print.