

General Printing Instructions

Our web site has pages that are split into three parts - Headings at the top, the selection menu on the left, and a narrative or document on the right. We have attempted to setup all the pages so that they will print on as few pages as possible. Quite a few of the pages have links to documents that are in PDF format. For those documents, when you click the link a printer icon will appear either at the top of the page, or via hovering the cursor over the bottom portion of the page. Just click on the printer icon to print one of those documents.

If the page you want to print is tied to a link on our website, when you right-click on the link it may give you the option to "open the document in a new window". Doing this should yield good results if you then want to print the page in the new window.

Another option for printing a page is to place the cursor on the right hand side of the page (the narrative), then right click the mouse and select Print Preview. When the Print Preview screen appears, change the middle box at the top from "As laid out on screen" to "Only the selected frame" and proceed from there. Another method is to change the right-hand box at the top of the Print Preview screen from 100% or "shrink to fit" to a smaller size such as 60%. Or a combination of these two approaches may be required.

Simply right-clicking and selecting Print, or selecting Print from the File option at the top of the screen, is probably not going to produce the results you want.

These instructions apply to systems running Windows XP or Windows 7 using Internet Explorer 7 or 8, and may vary somewhat if another operating system or browser is being used.