

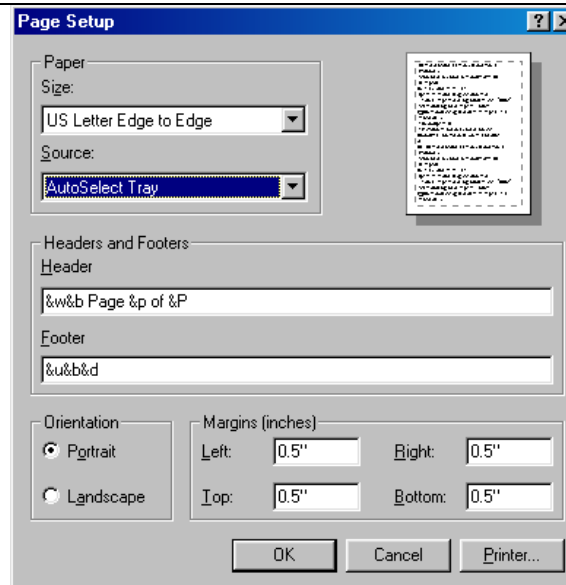
Web Printing Tips

Removing the Header and Footer when Printing Web Material

Go to File > Page Setup in your Web browser.

To remove headers and footers when printing web pages, delete what is typed in the Header and Footer sections in the Page Setup dialog box.

NOTE: If you'd like to put these back in at a later time, write down what's in the Header and Footer section **BEFORE** you delete it.



In the **Header** and **Footer** boxes, specify the information to be printed by using the following variables. Variables can be combined with text (for example, Page &p of &P).

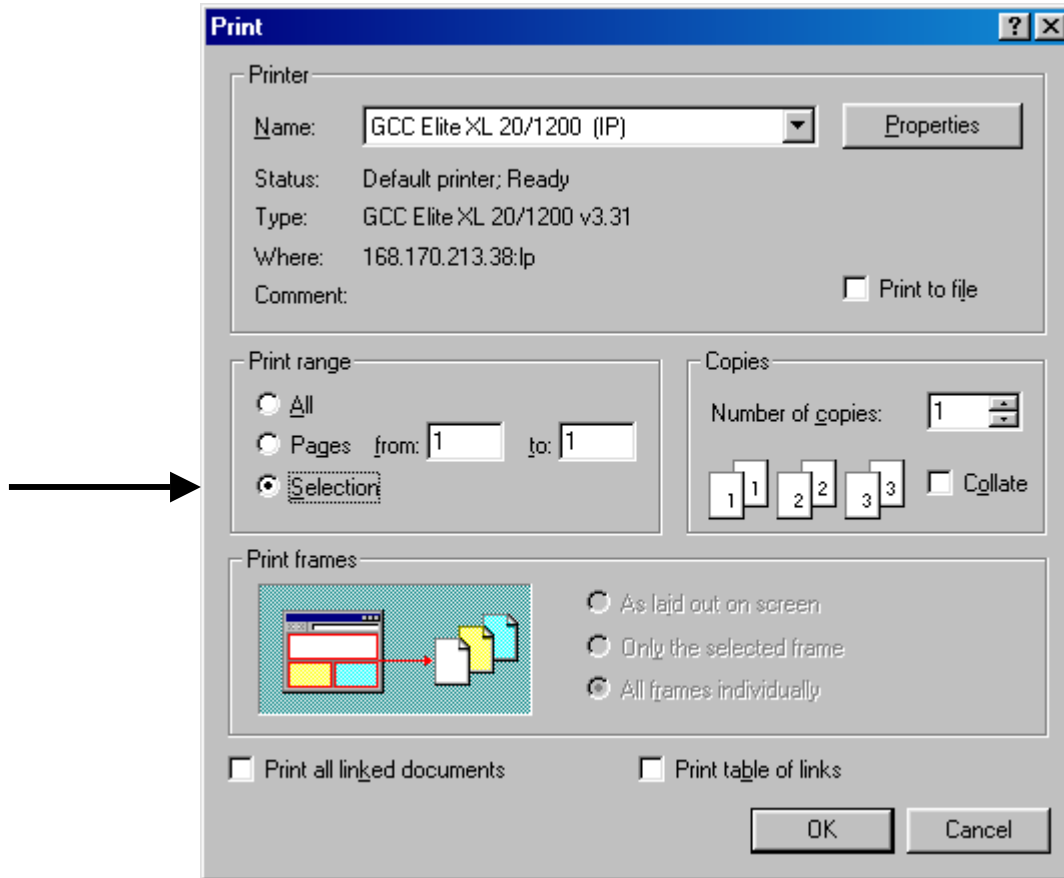
To print this	Type this
Window title	&w
Page address (URL)	&u
Date in short format (as specified by Regional Settings in Control Panel)	&d
Date in long format (as specified by Regional Settings in Control Panel)	&D
Time in the format specified by Regional Settings in Control Panel	&t
Time in 24-hour format	&T
Current page number	&p
Total number of pages	&P
Right-aligned text (following &b)	&b
Centered text (between &b&b)	&b&b
A single ampersand (&)	&&

To Change How a Web Page Looks when it Prints

1. To change how a Web page looks when it prints On the **File** menu, click **Page Setup**.
2. In the **Margins** boxes, type the margin measurements in inches.
3. Under **Orientation**, click either **Portrait** or **Landscape** to specify whether you want the page printed vertically or horizontally.

To Print a Selection from a Web Page (rather than the whole page)

- Highlight (hold down mouse and drag over) your selection.
- Go to File > Print.
- Choose the Selection button in the Print range section.
- Click OK.



To Print Backgrounds (i.e. gray in bank register in Checking Account Worksheet)

- Go to Tools > Internet Options > Advanced in your Web browser.
- Check "Print background colors and images" in the Printing section.
- Uncheck when done printing.