

# Printing tips

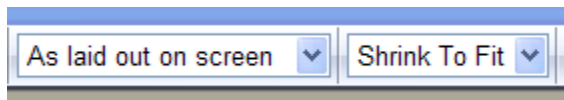
User Guide  
SABHRS HR 9.1  
effective 6/20/2011



## Printing tips

Not all pages in SABHRS HR 9.1 are “printable” as the database is meant to be viewed “online” rather than in paper form. Try the below settings when attempting to print from SABHRS HR 9.1. Unfortunately, it is not guaranteed that you will be able to print from all pages in SABHRS HR 9.1.

1. Navigate to the page you wish to print.
2. Right-click your mouse and choose “Select All.” The information on the page will be highlighted after choosing “Select All.”
3. Go to your browser menu (in Internet Explorer 8 this is in the upper left-hand corner of the screen) and choose File > Print Preview. You should see your page (or part of your page) open in the Print Preview box.
4. At the top of the screen locate these two drop-down menus:



If necessary, change the setting of the first menu to “As selected on screen” and the setting of the second menu to “Shrink to Fit.”

5. Click the printer icon in the upper left-hand corner to print the page. Depending on the results, you may wish to return to step 4 to change or test alternate settings of the two drop-down menus.