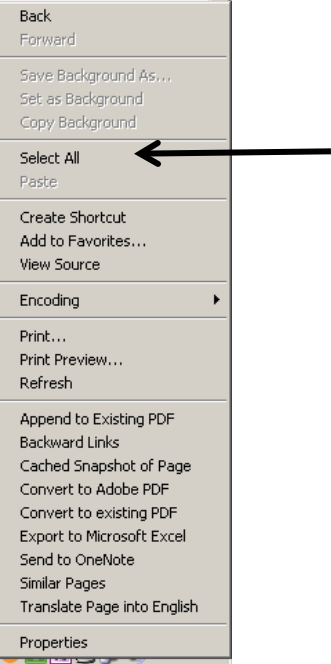


## Printing Web Pages in the Browser (after PeopleTools 8.51)

There will be times when you are working in PeopleSoft that you will want to print the page that is displayed. PeopleSoft is not designed to use the browser print feature. These instructions are a workaround. There are separate instructions for IE, Firefox, and Safari.

In the Internet Explorer version 7 or 8:

Steps
1. On the PeopleSoft page to be printed, right click with the mouse.
2. From the shortcut menu that displays, choose <b>Select All</b> .



The items on the web page are selected (highlighted).

## Steps

New Window | Help | Customize Page |

**Manage Service Indicators**

1LT Joe L Student 1229982

Display: **Effect** | All | Institution: The University of Akron | Refresh

Add Service Indicator

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
ADB	Bad Address Identified	Bad Address Identified SA	AKRON					11/01/2009	11/18/2025
ADV	Permission to register early	Transfer Provisional Students	AKRON	4033	2003 Sum			03/03/2003	
ADV	Permission to register early	Honors Post Secondary	AKRON	4031	2003 Sprmg			12/11/2002	
PPO	Payment Plan Override	Payment Plan Override	AKRON	4117	2011 Fall				

Add Service Indicator

- Select **File, Print Preview** from the Internet Explorer menu.
- In the IE Print Preview toolbar, click on the drop down arrow to choose **Only the selected frame** (or As selected on screen).
- To change the page orientation to Landscape, click on the **Landscape** button.  
-OR-  
Use the Page Setup button or in the Print Preview toolbar to change the orientation, paper size, margins, printer, or number of copies.
- To resize the text on the page(s) to be printed, click on the drop down arrow at **Shrink To Fit** and Select the desired size increase or decrease.  
  
Print Preview displays the sizing change.
- To print, click on the **Print** button or .

### In Firefox:

- Right mouse click on the web page.
- Select **This Frame > Print Frame**. The Print dialog box displays.
- Click on the Print button.

### In Safari:

- Control + click.
- Select **Open Frame in New Window** or **Open Frame in New Tab**.
- Print.