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:

<table>
<thead>
<tr>
<th>Steps</th>
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<tbody>
<tr>
<td>1. On the PeopleSoft page to be printed, right click with the mouse.</td>
</tr>
<tr>
<td>2. From the shortcut menu that displays, choose <strong>Select All</strong>.</td>
</tr>
</tbody>
</table>

![Screenshot showing the shortcut menu with 'Select All' highlighted]

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

3. Select **File, Print Preview** from the Internet Explorer menu.

4. In the IE Print Preview toolbar, click on the drop down arrow to choose **Only the selected frame** (or As selected on screen).

5. 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.

6. 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.

7. 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.