

Printing in PeopleSoft PeopleTools 8.5 Version

Internet Explorer (v 7.0, 8.0)

1. Go to the Toolbar and Select 'Edit'. Then click on 'Select All'
2. Go to 'File'. Then click on Print Preview
3. On the top of the Preview Pane, you will see a drop down box that says 'as laid out on screen'. Move the drop down so it reads 'As selected on screen'
4. You will see a preview of the selected frame you are trying to print.
5. Resize as needed. To resize Select 'Shrink to Fit' and select the desired size increase. The preview will adjust to reflect the sizing changes
6. Click on the Printer Icon in the upper left corner.
7. Make sure the proper printer is selected along with number of copies and pages are correct.
8. Click 'Print'

Firefox (v 3.6)

1. Right click in the area you wish to print on the page and select 'This Frame'.
2. Select 'Print Frame'
3. Make sure the proper printer is selected along with number of copies and pages are correct.
4. Click 'Print'

To resize:

1. Right click in the area you wish to print and select 'This Frame'.
2. Select either 'Open Frame in New Window' or 'Open Frame in New Tab'
3. Go to 'File'. Then click 'Print Preview'
4. Adjust scale.
5. Click 'Print' in upper left hand corner.
6. Make sure the proper printer is selected along with number of copies and pages are correct.
7. Click 'Print'

Google Chrome (v 8.0) and Safari (v. 4.0)

1. Right click in the area you wish to print.
2. Select either 'Open frame in new window' or 'Open frame in new tab'
3. Go to new tab or window. Right click. Select 'Print'.
4. Make sure the proper printer is selected along with number of copies and pages are correct.
5. Click 'Print'.