

## Instructions for Printing Wide Data Charts

### Internet Explorer (all versions)

- Printing Landscape
    1. Select **"File"** from the menu bar
    2. Select **"Page Setup"**
    3. In the **"Orientation"** section, select the radial button **"Landscape"**
    4. Click **"OK"** and then print
  - Adjusting page margins
    1. Select **"File"** from the menu bar
    2. Select **"Page Setup"**
    3. In the **"Margins"** section, change the **"Left" and "Right" margins to '.25' (point 25)**. The top and bottom margins may also be changed if so desired
    4. Click **"OK"** and then print
  - Printing background colors/images
    1. Select **"Tools"** from the menu bar
    2. Select **"Internet Options "**
    3. Click on the **"Advanced"** tab
    4. Scroll down to the **"Printing"** section, click on the check box labeled **"Print background colors and images"**
    5. Click **"OK"** and then print
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### Netscape Navigator (version 4.7x)

- Printing Landscape
  1. Select **"File"** from the menu bar
  2. Select **"Print"**
  3. Select the Printer you wish to print using the drop-down box. Then click on the **"Properties"** button
  4. Change the page to print in **"Landscape"**. See your printer's user manual for assistance if needed (we cannot support individual printer types)
  5. Click **"OK"** to print
- Adjusting page margins
  1. Select **"File"** from the menu bar
  2. Select **"Page Setup"**
  3. In the **"Margins"** section, change the **"Left" and "Right" margins to '.25' (point 25)**. The top and bottom margins may also be changed if so desired
  4. Click **"OK"** and then print
- Printing background colors/images
  1. Select **"File"** from the menu bar
  2. Select **"Page Setup"**
  3. In the **"Page Options"** section, click on the check box labeled **"Print Backgrounds"**
  4. Click **"OK"** and then print