

Adjusting Margins for Printing:

- Internet Explorer 9
- Internet Explorer 8

Instructions for adjusting print margins in Internet Explorer 9:

Open Internet Explorer's settings by clicking the gear in the top right corner of an open browser screen. The resulting menu can be seen illustrated in Fig.1a.

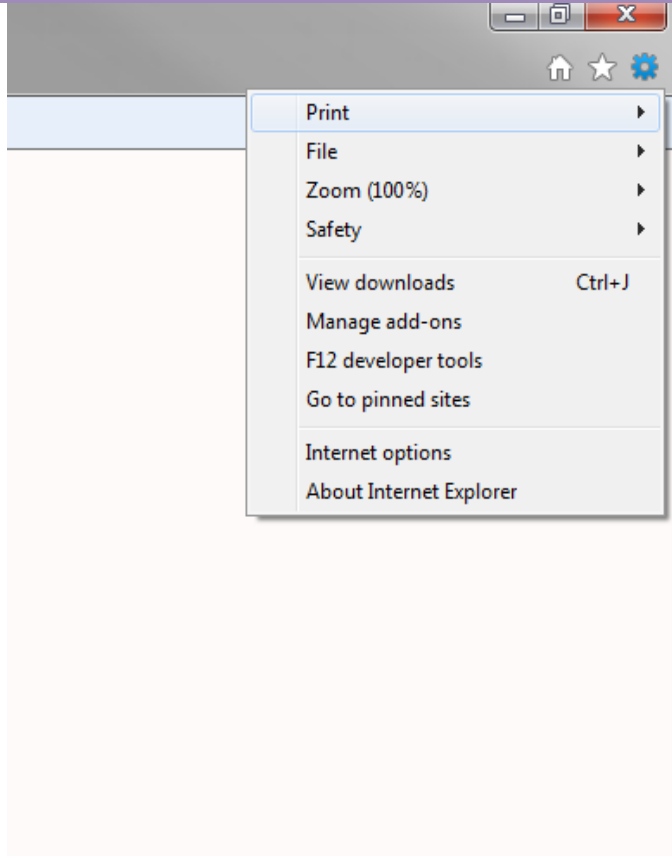


Fig.1a

Place your mouse pointer or click on the 'Print...' option to extend the print menu to the options seen in Fig.2a. Next, Select the 'Page Setup...' option.

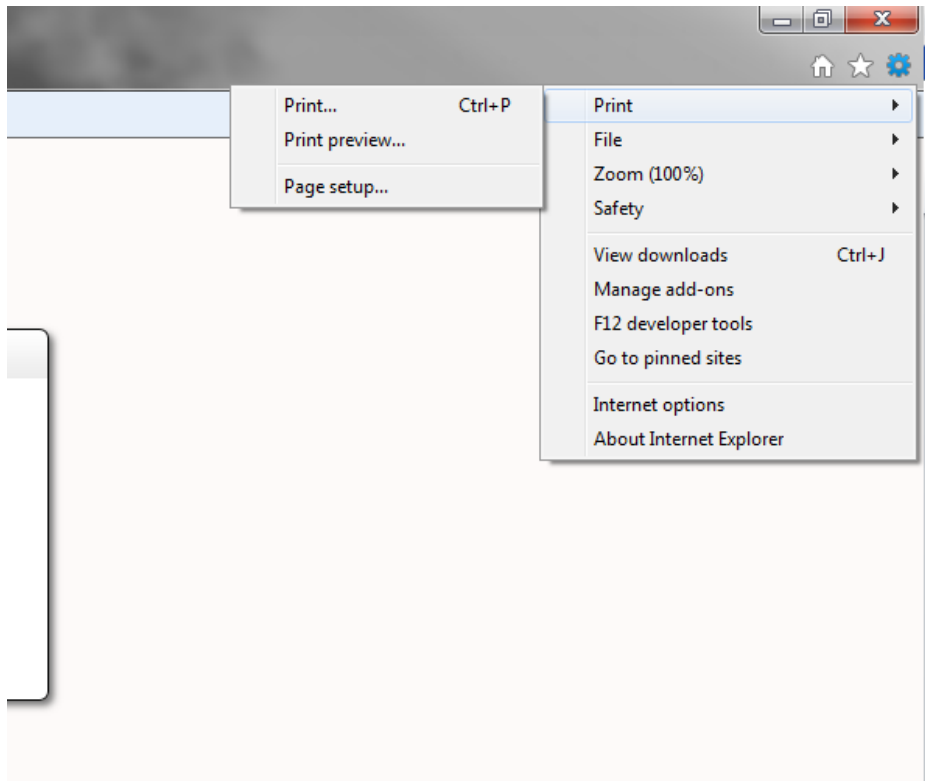


Fig.2a

The page setup dialog, seen below in Fig.3a, contains options for header and footer information, as well as page size and orientation.

- The default margins of Internet Explorer are 0.75in on all margins, and most of the documents in Advantage will conform to those options.
- If you are printing labels, set your top and bottom margins to 0.50 and your left and right margins to 0.25 for best results.

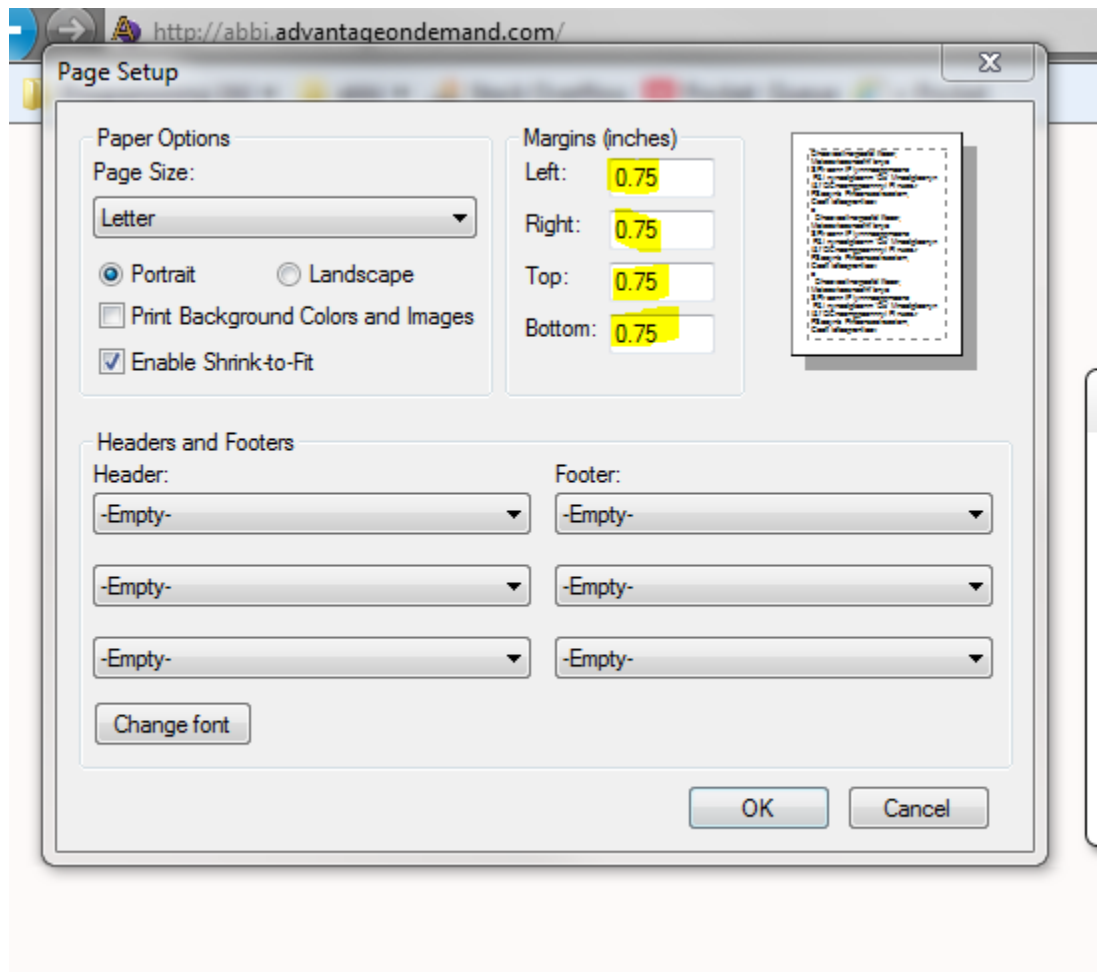


Fig.3a

NOTE: If you are printing Labels, be sure to set your margins back to their default positions before printing any editor documents, as the adjusted margins may affect the positioning of the printed material.

Instructions for adjusting print margins in Internet Explorer 8:

To open Internet Explorer 8's standard settings and options, click **F**ile in the main menu bar as seen in Fig.1b. Next, select the 'Page Setup...' option in the menu visible.

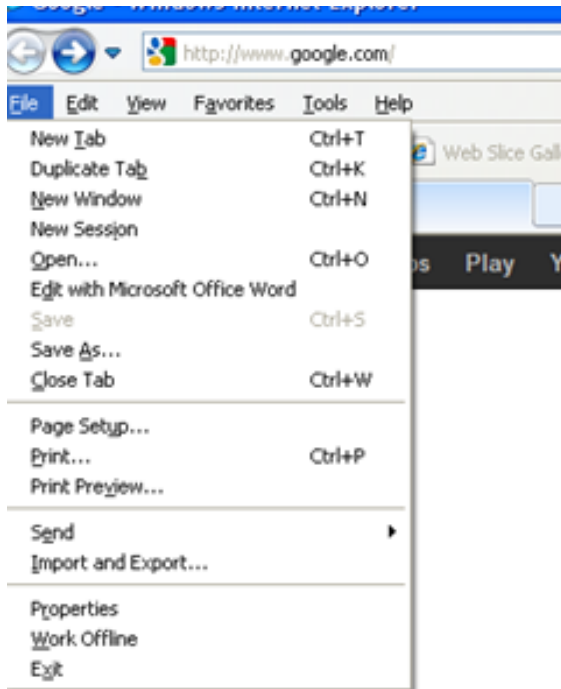


Fig.1b

The page setup dialog, seen below in Fig.2b, contains options for header and footer information, as well as page size and orientation.

- The default margins of Internet Explorer are 0.75in on all margins, and most of the documents in Advantage will conform to those options.
- If you are printing labels, set your top and bottom margins to 0.50 and your left and right margins to 0.25 for best results.

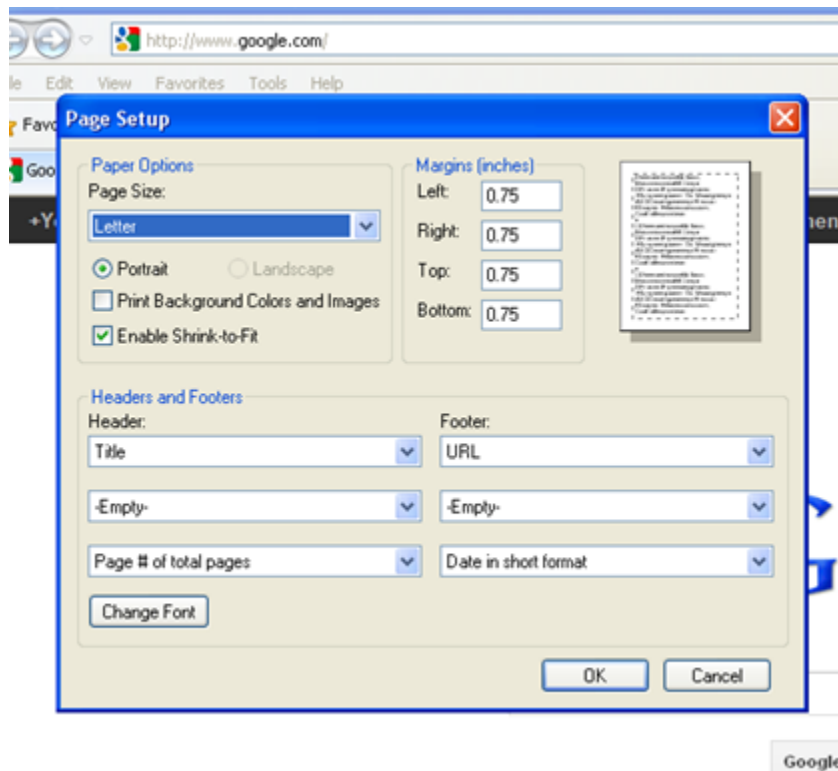


Fig.2b

NOTE: If you are printing Labels, be sure to set your margins back to their default positions before printing any editor documents, as the adjusted margins may affect the positioning of the printed material.