

## Printing a PeopleSoft Screen in e-Campus - PeopleTools, Ver. 8.5

### Internet Explorer (v 7.0, 8.0)

- Go to the Toolbar and Select **Edit**. Then click on **Select All**.
- Go to **File**. Then click on **Print Preview**.
- 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**.
- You will see a preview of the selected frame you are trying to print.
- Resize as needed. To resize, select **Shrink to Fit** and select the desired size increase. The preview will adjust to reflect the sizing changes.
- Click on the **Printer Icon** in the upper left corner.
- Make sure the proper printer is selected and that the number of copies and pages are correct.
- Click **Print**.

### Firefox (v 3.6)

1. On the page, right-click in the area you wish to print and select **This Frame**.
2. Select **Print Frame**.
3. Make sure the proper printer is selected and that the 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 the upper left corner.
6. Make sure the proper printer is selected and that the number of copies and pages are correct.
7. Click **Print**.

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

1. Rick-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 and that the number of copies and pages are correct.
5. Click **Print**.