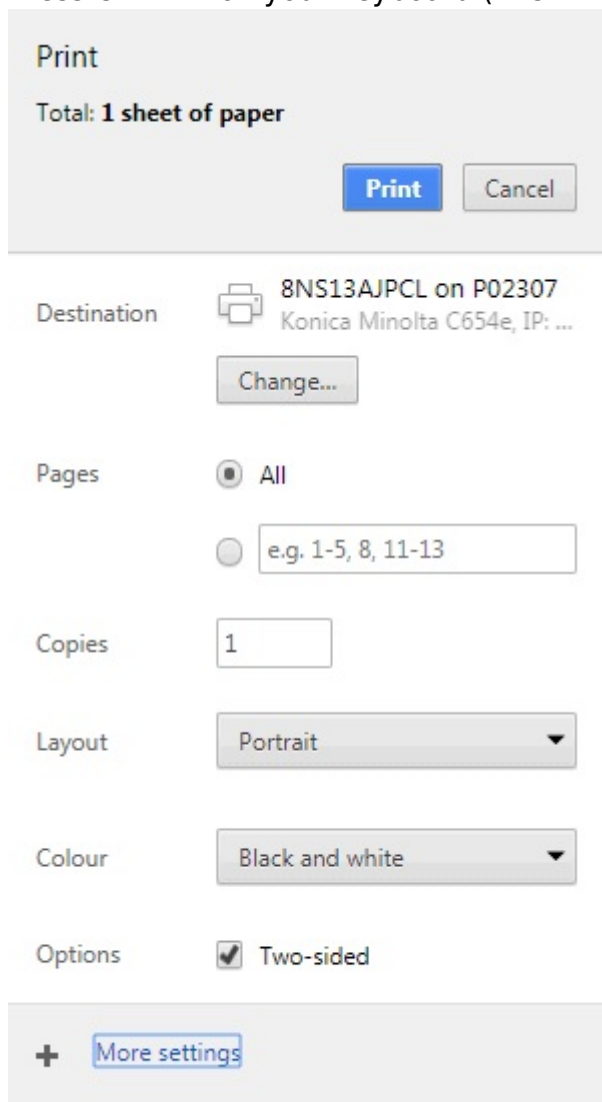


## Printing Content from Chrome

- Using Chrome, go to the FireWeb page you want to print and make any actions that you require to be printed.
  - e.g. create an Incident Management Team
- Press CTRL+A (select all) on your keyboard
- Press CTRL+P on your keyboard (this will display the Print settings)



The screenshot shows the Chrome Print dialog box. At the top, it says "Print" and "Total: 1 sheet of paper". Below this are "Print" and "Cancel" buttons. The "Destination" section shows a printer icon and the text "8NS13AJPCL on P02307 Konica Minolta C654e, IP: ...", with a "Change..." button below it. The "Pages" section has a radio button for "All" (which is selected) and a text input field for "e.g. 1-5, 8, 11-13". The "Copies" section has a text input field with the value "1". The "Layout" section has a dropdown menu set to "Portrait". The "Colour" section has a dropdown menu set to "Black and white". The "Options" section has a checked checkbox for "Two-sided". At the bottom, there is a "+" icon and a "More settings" button.

[Print using system dialogue... \(Ctrl+Shift+P\)](#)

- Click **More settings** (see above)
- Change the **Scale** to **80** ...

Margins Default

Quality 600 dpi

Scale 80

Options

- ☒ Headers and footers
- ☒ Two-sided
- ☐ Background graphics
- ☐ Selection only

[Fewer settings](#)

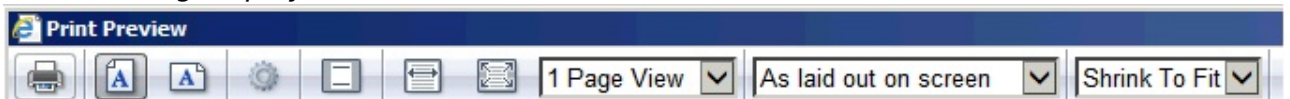
*You should see the print preview to the right showing the detail on a single page*

- Click **Print**

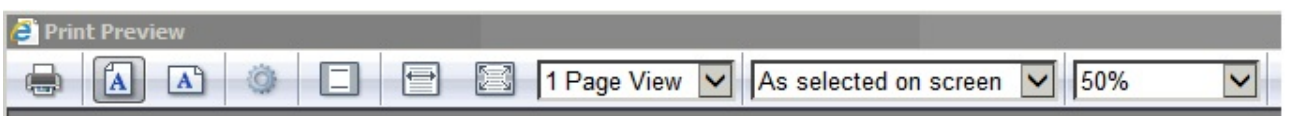
## Printing content from Internet Explorer

- Using Internet Explorer to access FireWeb, go to the page you want to print and make any actions that you require to be printed.
  - e.g. Create an Incident Management Team
- Press CTRL+A on your keyboard
- **Right-click** the screen - then select **Print Preview**

*The following displays:*



- Change **As laid out on screen** to **As selected on screen**, and change Shrink to Fit to **50%** as shown:



- Click the **Printer** icon

- Change any printer settings as required (not recommended)
- Click **Print**.