One-Page Print Instructions for Mac Users

1. When your paycheck displays use your browser's *File* menu and select the *Print* option:

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2. From the Print dialogue window select the *Copies & Pages* option and then *Layout*:



3. Then in the *Pages per Sheet* field select the number 2:



4. Ensure the *Border* field displays None:



5. After ensuring you are printing to the correct printer click the **Print** button:



<u>NOTE</u>: You may also choose to duplex (two-sided) the ePay page to the orientation of your choice:

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Two-Sided:	Off
	Long-edged binding
	Short-edged binding