One-page Print Instructions for Cornell's ePay

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



2. From the Print dialogue window select the *Preferences* option:

🍓 P	Print				? ×			
Ge	eneral Options							
Г	Select Printer							
		2	2	<u> </u>	2 -			
	Adobe PDF	<u>Microsoft</u> Office Doc	Microsoft XPS Document	Pay 1 on ehp3	Pay 2 on ehp3 ▼			
	Status: Read Location: Cent	dy rally Located 37	57	Print to <u>file</u>	Preferences			
	Comment: Centrally Located 3757			Fin <u>d</u> Printer				
Г	Page Range							
	• All	6		Number of <u>c</u> opies	s: 1 📫			
	C Selection C Current Page							
	C Pages:	 valo e sas vuesto	v or a single		2 3 , 2 3			
	page range. For	r example, 5-12	a or a single					
Print Cancel Apply								

3. From the *Preferences* dialogue window on the *Layout* tab select the number two (2) as to how many *Pages Per Sheet* and click the **OK** button:

la Printing Preferences	? X
Layout Paper/Quality Status	
Orientation Pogtrait Landscape Rotatgd Landscape Page Order Front to Back Back to Front Pages Per Sheet:	
Advance	d
OK Ca	incel

4. To ensure the entire electronic paycheck will print without cutting information off, also access the *File > Page Setup* menu from the browser (<u>NOTE</u>: This dialogue window can be displayed concurrently with the *Print* dialogue window. This part of the print options will not need to be performed again as the settings will remain intact):

	<u>F</u> ile	Jit	⊻iew	Insert	F <u>o</u> rmat	<u>T</u> ools	T <u>a</u> ble
		<u>N</u> ew					
	2	Open				Ctrl-	+0
1		⊆lose					
		<u>S</u> ave				Ctrl	+S
		Save <u>A</u>	s				
	<u>.</u>	Save a	s Web P	age			
	1	File Sea	arc <u>h</u>				
		Permiss	sion				•
		Version	IS				
		We <u>b</u> Pa	age Prev	view			
(Page S	etyp	>			

5. Ensure all margins are set to 0.25 and then click the **OK** button:

Page Setup				? ×
Paper Size: Letter Source: Automatically Selec	P. Control and a set of the se	Particular and Particle Particle Particle Partin Particle <td< th=""></td<>		
Headers and Foote Header Eooter	rs			
Orientation	Margin: Left: <u>T</u> op:	s (inches) 0.25 0.25	<u>R</u> ight: 0.25 <u>B</u> ottom: 0.25	
		ОК	Cancel <u>P</u> rin	ter

6. Once you've ensured the paycheck is printing to the correct printer click the **Print** button on the *Print* dialogue window:

👆 Print			? ×				
General Options							
Select Printer							
	2						
Adobe PDF Microsoft Office Doc	Microsoft XPS Document	Pay 1 on ehp3	Pay 2 on ehp3				
Status: Ready		Print to <u>f</u> ile	Preferences				
Location: Centrally Located 3	757						
Comment: Centrally Located 3	757		Fin <u>d</u> Printer				
- Page Bange							
● All		Number of copies	:1 🕂				
O Selection O Cyrrent Pa	ge						
C Pages: 1		🔽 C <u>o</u> llate 🔄					
Enter either a single page numb page range. For example, 5-12	per or a single	1					
	<u>P</u> rin	t Lancel	Apply				