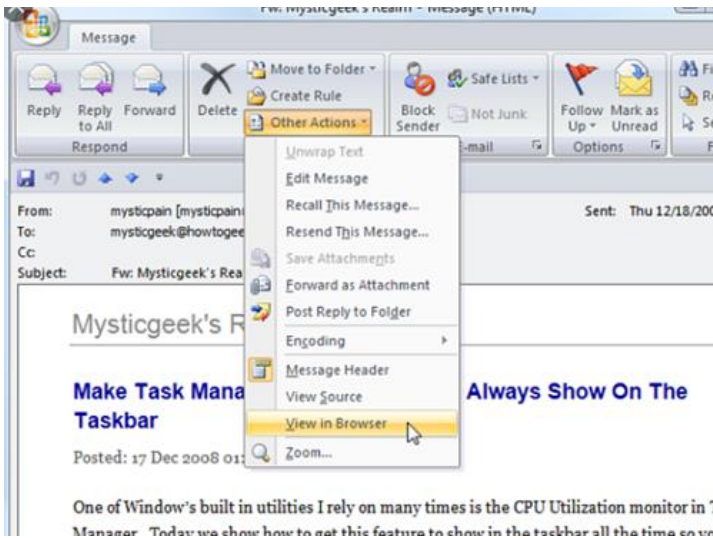
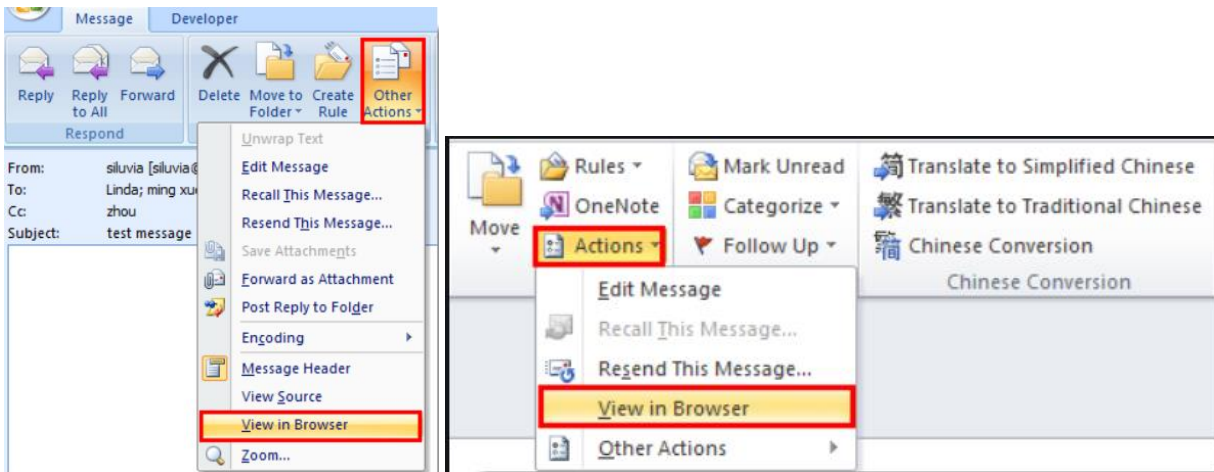


## PRINTING FORMS FROM A BROWSER

When a copy of a submitted form is emailed to you, and you wish to print it as a "Form" (not as an email), this can be done by viewing the email in a browser and printing from that. This feature is only possible when the email is opened in an application like Microsoft Outlook. **It is not possible when the mailbox itself is accessed directly in a web browser.**

### MS Outlook

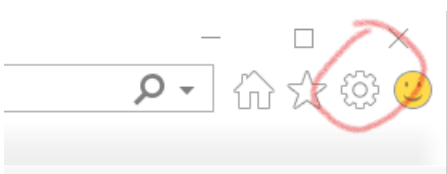
However, there are many different versions of Outlook and browsers and the steps are not identical. On the menu of the actual email find the "View in Browser" option. Depending on the version of Outlook, the "View in Browser" option is reached by different selections:



### Printing in a browser

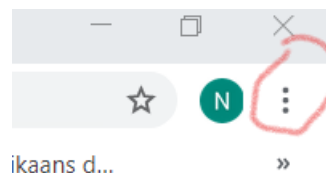
#### Microsoft Edge/Internet Explorer

Select Settings > Print > Print



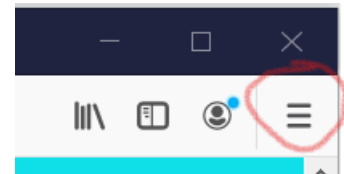
#### Chrome

Select Settings > Print > Print



#### Firefox

Select Settings > Print > Print

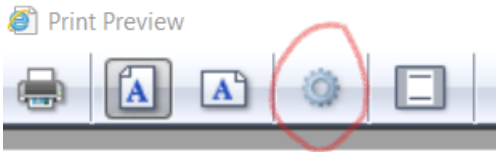


See next page for extra settings

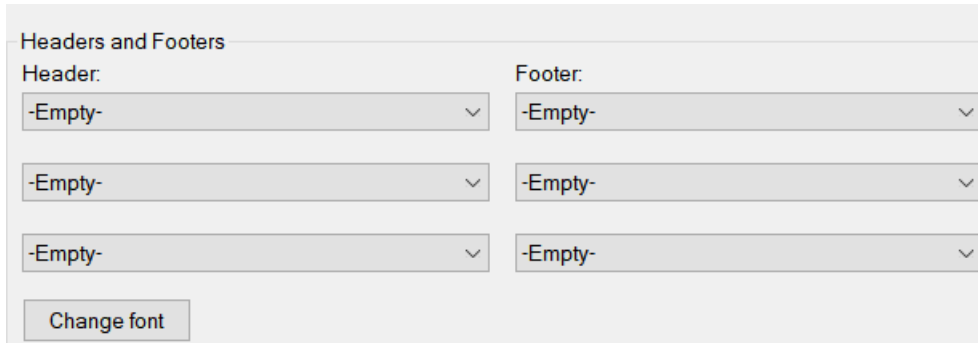
## Print Settings

### Microsoft Edge/Internet Explorer

Instead of selecting Print, select Print Preview > Settings:

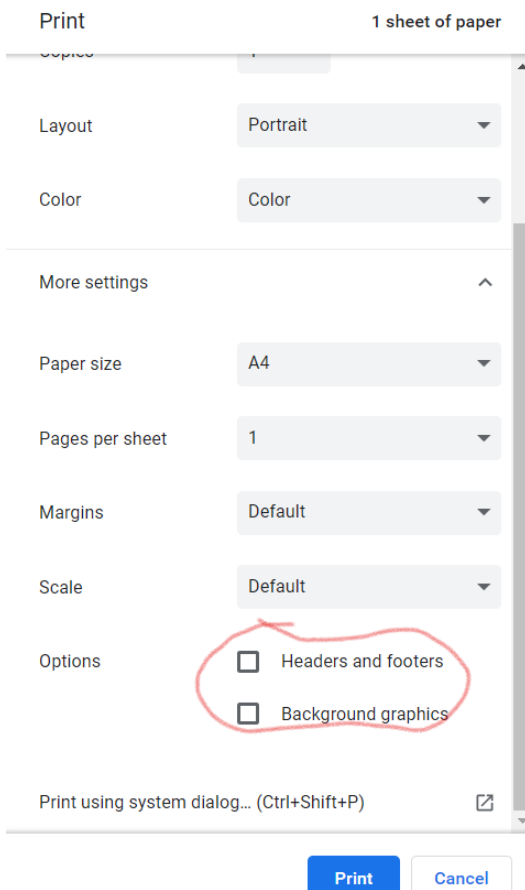


Ensure all the Header and Footer Options are set to “Empty” and click on OK. This leaves only the actual Form content.

A screenshot of the 'Headers and Footers' settings dialog box. The dialog is titled 'Headers and Footers' and has two columns: 'Header:' and 'Footer:'. Each column contains three dropdown menus, all of which are set to '-Empty-'. At the bottom left, there is a 'Change font' button.

### Chrome

After selecting Print, on the Preview page displayed, select “More Settings”, scroll down and uncheck the Headers & Footers and Background Graphics checkboxes.

A screenshot of the Chrome Print dialog. The dialog shows 'Print' and '1 sheet of paper'. The 'Options' section is expanded, showing 'Layout' (Portrait), 'Color' (Color), 'More settings' (expanded), 'Paper size' (A4), 'Pages per sheet' (1), 'Margins' (Default), and 'Scale' (Default). In the 'Options' section, the 'Headers and footers' and 'Background graphics' checkboxes are circled in red. At the bottom, there are 'Print' and 'Cancel' buttons.