SHARP Fluid Printing Tips

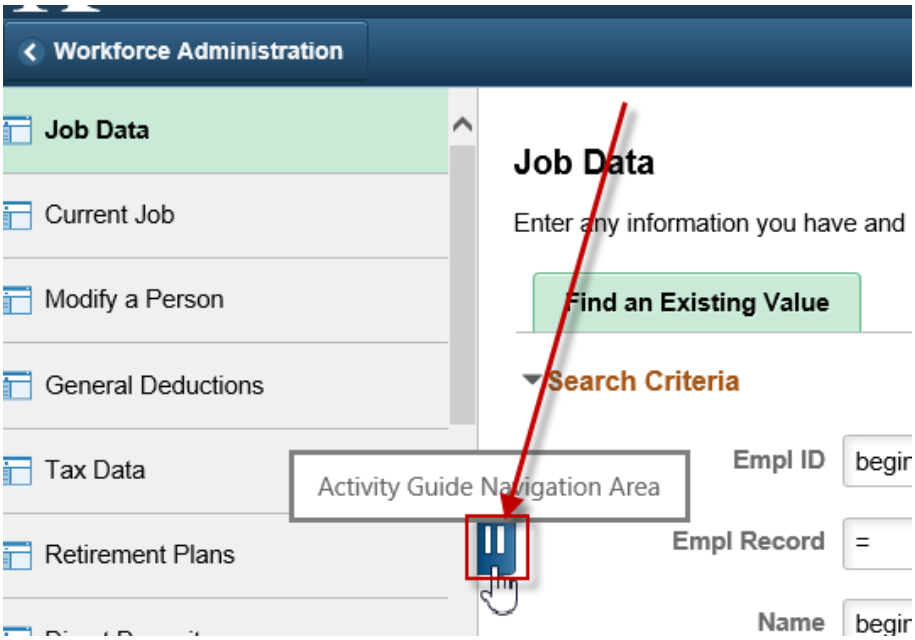
This document is intended to provide some possible solutions when users encounter issues trying to print documentation directly from SHARP online pages.

Browser settings and the specific browser being used play a large part in printing, so this document is broken down into sections based on browser. Generally, adjusting margins, page scale and removing headers/footers are helpful options to try.

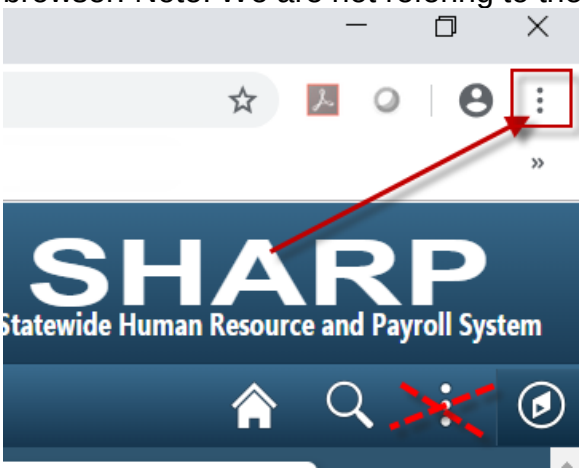
Note: Currently, this document contains information pertaining to Google Chrome,Mozilla Firefox, and Internet Explorer.

Google Chrome:

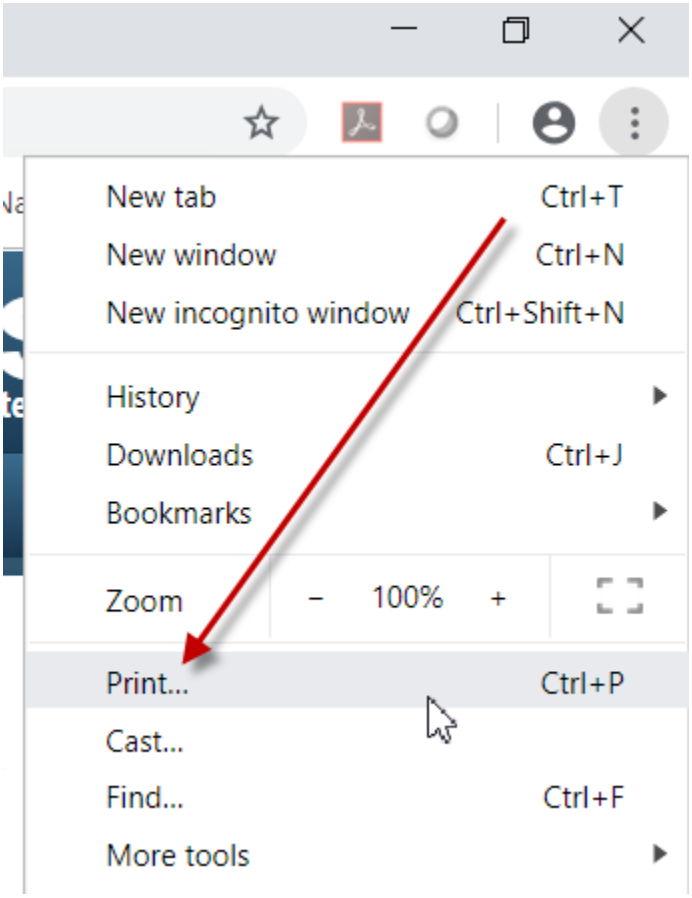
1. Click the Activity Guide Navigation Area icon  to collapse the side navigation menu in SHARP. This will maximize the page display.



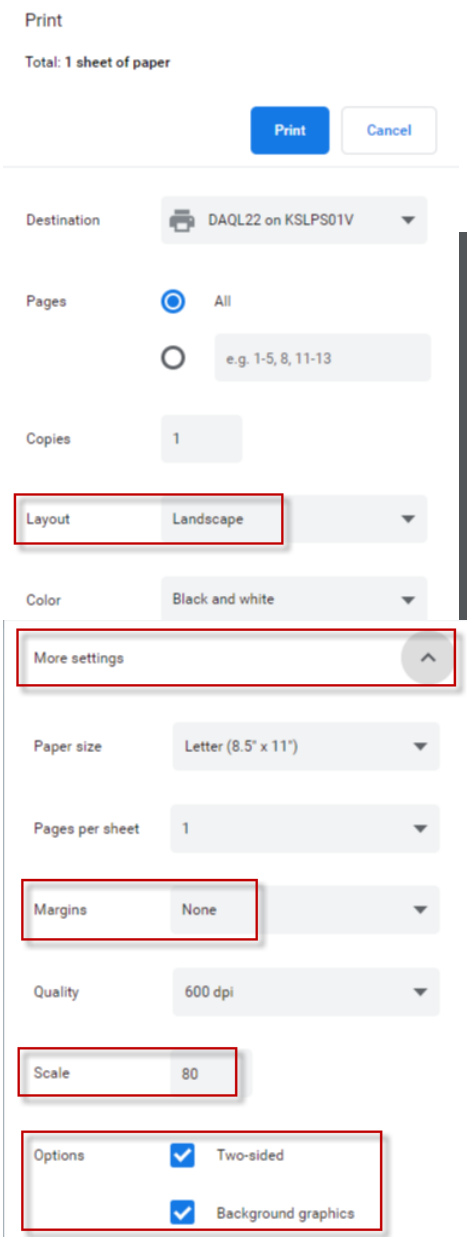
2. Open the settings menu indicated by 3 dots in the upper right-hand corner of the Chrome browser. Note: We are not refering to the 3 dot icon within the branding bar of SHARP.

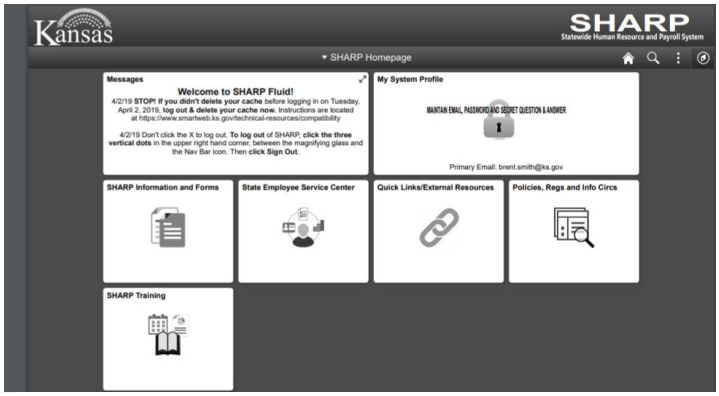


3. Select ‘Print…’ from the menu options.



4. Update the printer settings using the print preview in the right pane as a visual guide, to ensure the page will print as desired. Settings you may want to select are: Layout: Landscape; Margings: None; Scale: User preference, such as 70 or 80; Options: Two-sided and background graphics.



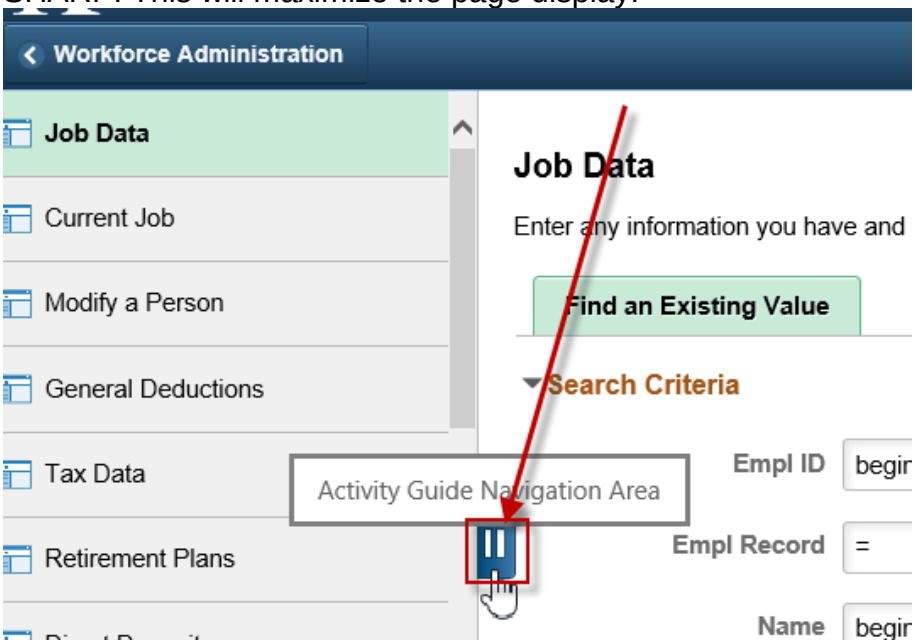


5. Click Print.



Mozilla Firefox:

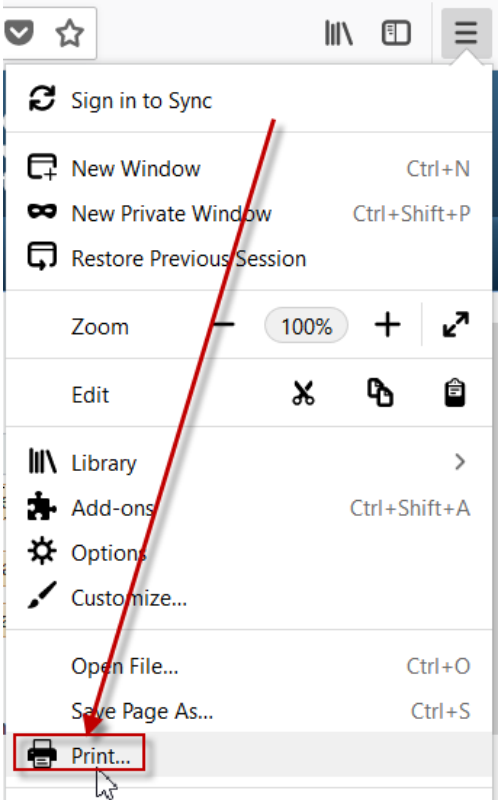
1. Click the Activity Guide Navigation Area icon to collapse the side navigation menu in SHARP. This will maximize the page display.



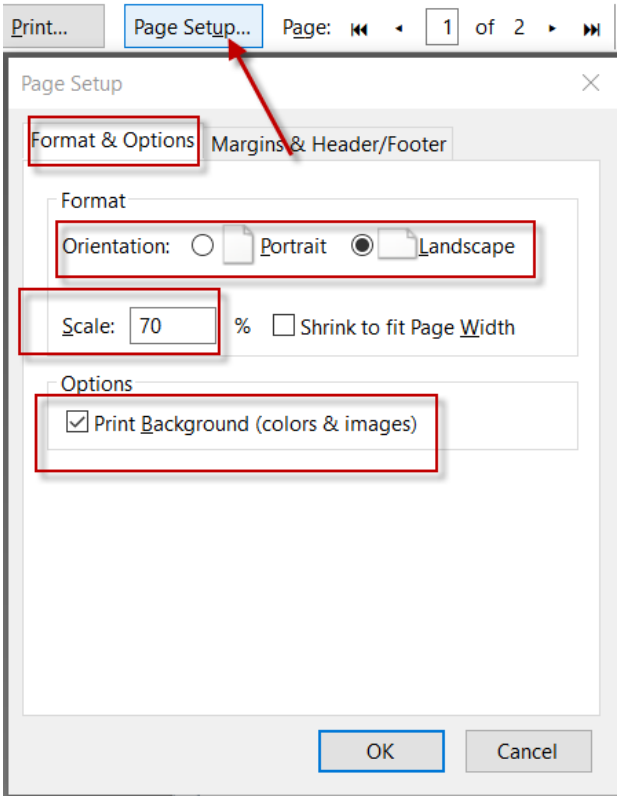
2. Click on the settings menu indicated by 3 stacked horizontal bars in the upper-right corner of the browser window.



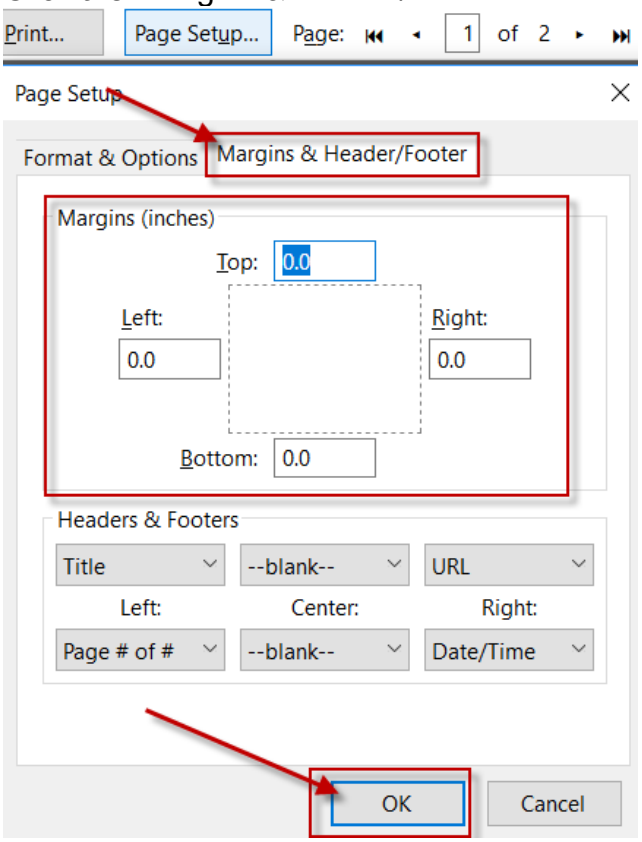
3. Select ‘Print…’ from the options menu.



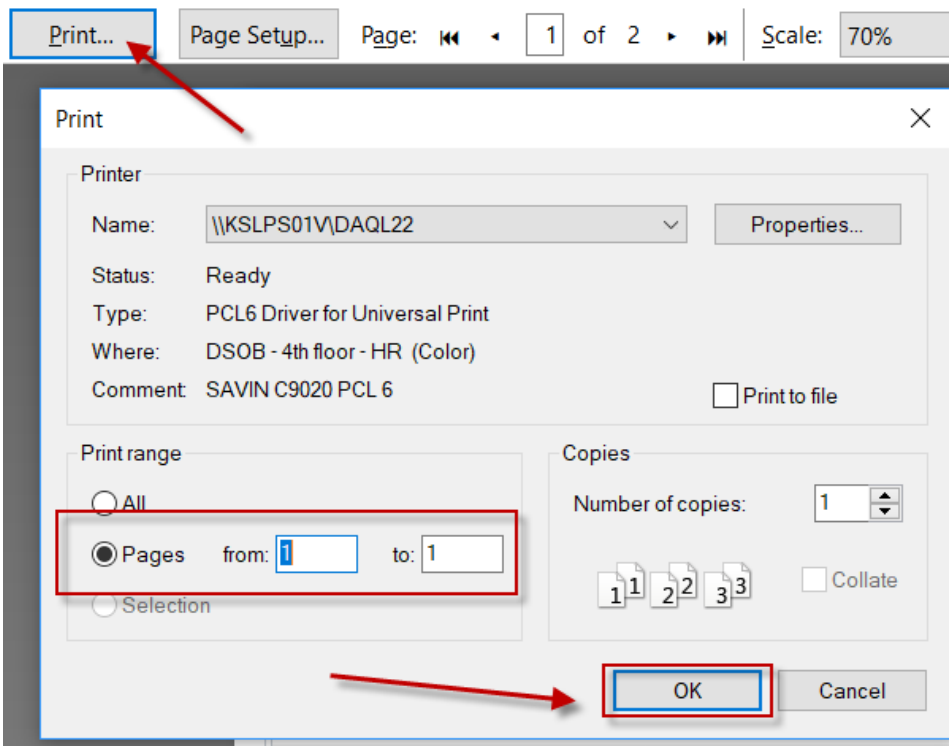
4. Click Page Setup and make the following selections:
   - Orientation: Landscape
   - Scale: Adjust the percentage, using the print preview below it as a visual guide
   - Options: Print Background (colors & images)



5. Click the ‘Margins & Header/Footer’ tab and change all 4 margins to 0.0. Click OK.

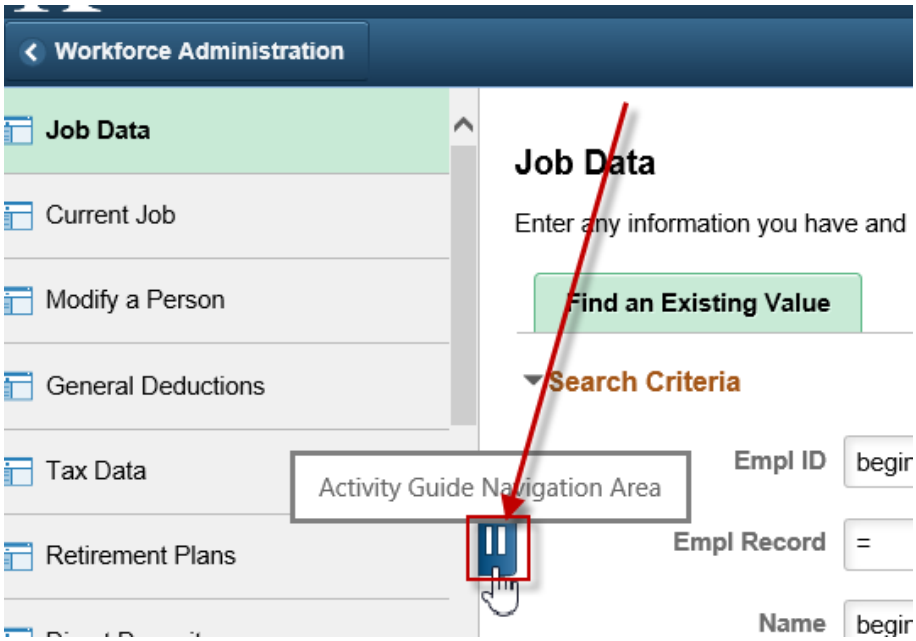


6. Click Print. Change the Pages to 1 and 1. Click OK.

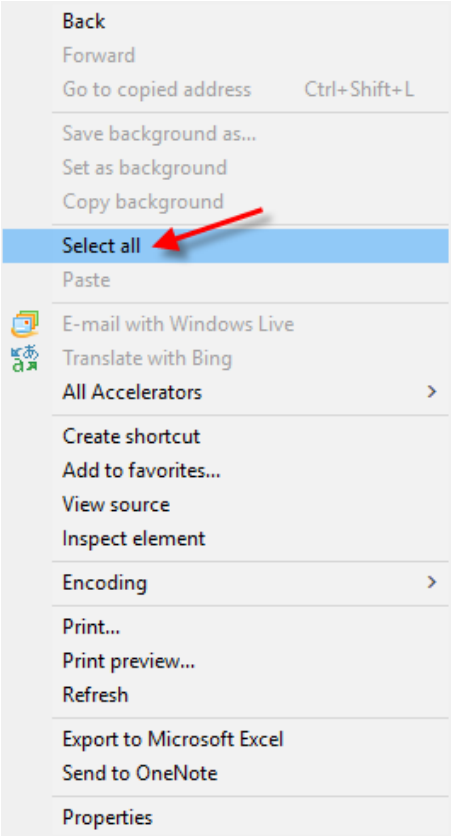


Internet Explorer:

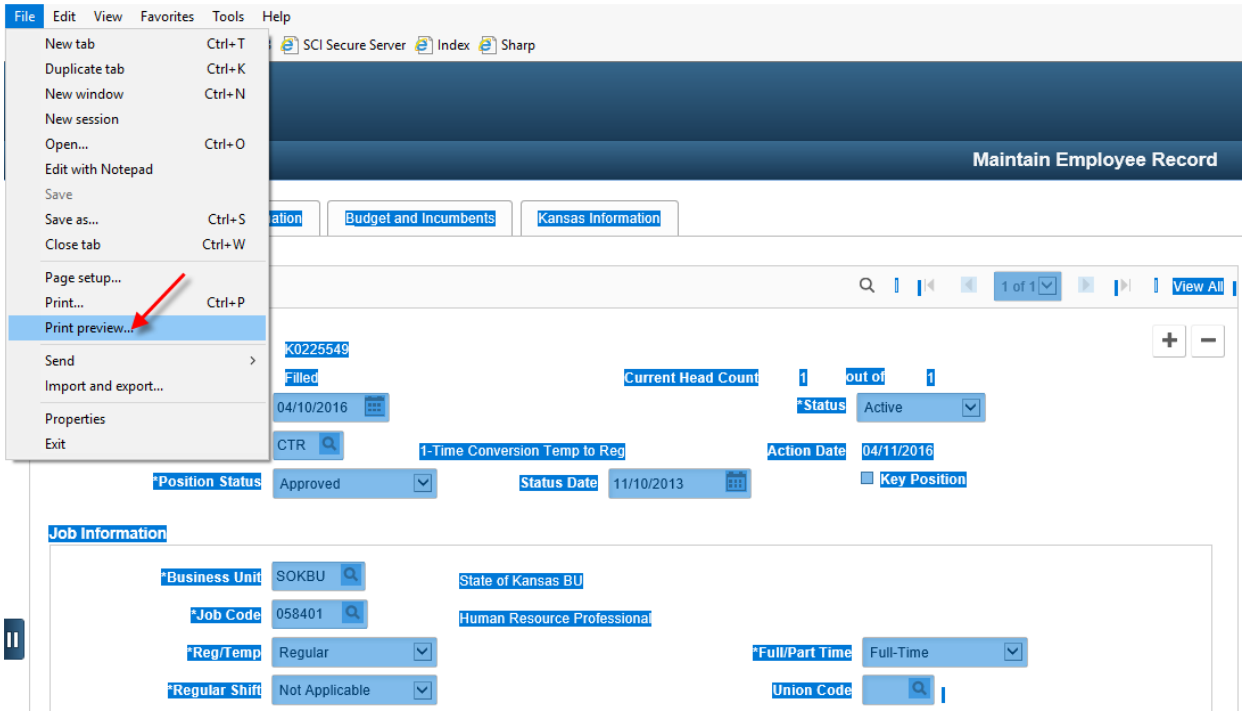
1. Click the Activity Guide Navigation Area icon to collapse the side navigation menu in SHARP. This will maximize the page display.



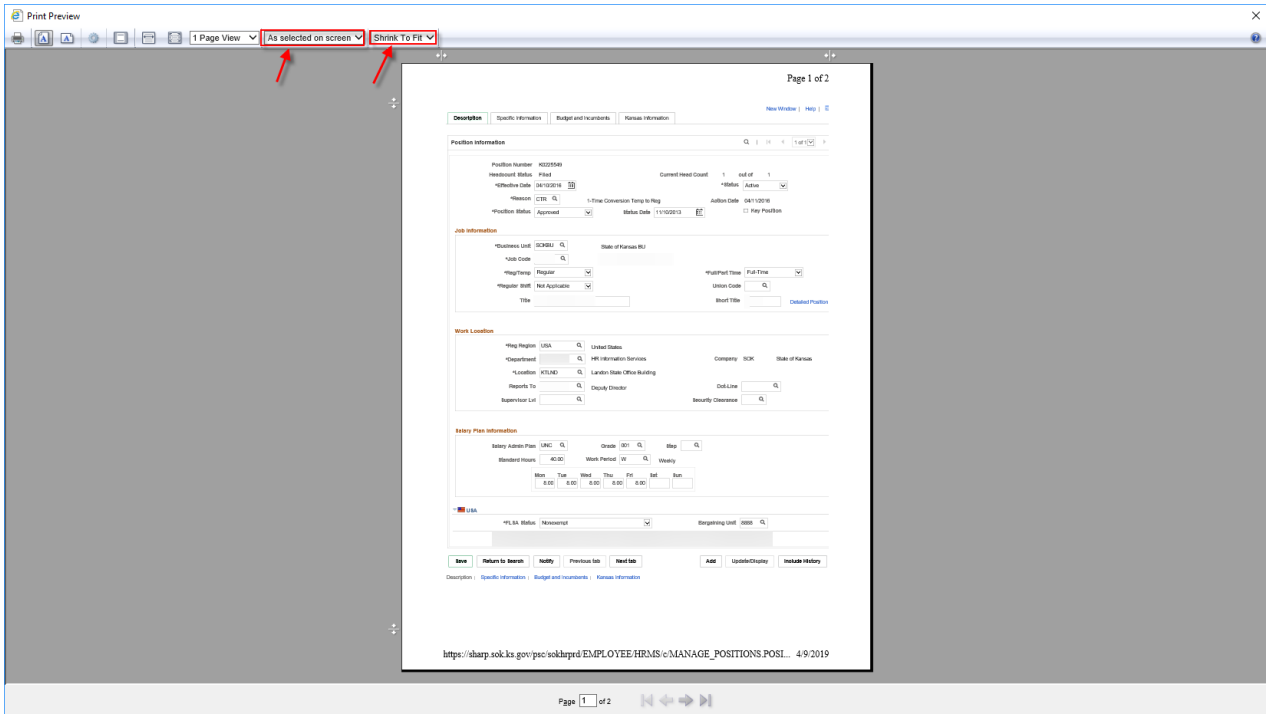
2. Right click on the page and choose "Select all" from the menu.



3. This will highlight all text and fields on the displayed page. Then, go to File > Print preview…



4. In the Print preview screen, confirm that the right drop-down selection is set to ‘Shrink to Fit.’ Then, change the middle drop-down selection to ‘As selected on screen.’ This will adjust the page so all fields will be within the printable area. Click the printer icon.



Other print settings, such as ‘Landscape’ layout, etc. may also need to be selected, depending on the page.