



COIN News

Your COIN News: Printing Updates

PeopleTools: An Overview

On Sunday, July 10, COIN was upgraded to the latest version of PeopleTools. Essentially, PeopleTools is a backend technical update to the system. Although this upgrade will not impact daily self service functionality, you will notice printing updates.

Printing a Self Service Screen

Most key self service pages have a printer-friendly option available for printing purposes. However, if you do print screens that do not have this option and you use the browser print functionality in self service, we recommend following the below steps.

Manual Print Setup (Repetitive Process)

This section shows you how to manually set up printing properties each time you need to print a self service screen. This is a repetitive process; steps vary based on your browser.

Internet Explorer

1. Right click in the area you wish to print on the page.
2. Click the **Select All** option.
3. Right click the highlighted area and select **Print Preview**. On the top of the Preview Pane, you will see a dropdown box that says **As laid out on screen**.
4. You may change the orientation to **Landscape** mode (depending on your printing needs).
5. Select the **As selected on screen** option in the dropdown box. You will see a preview of the selected frame you are trying to print.
6. Resize as needed. To resize, select **Shrink to Fit** and select the desired size increase. The preview will adjust to reflect the sizing changes
7. Click on the **Printer** icon in the upper left corner.
8. Verify all your printer property selections are correct (e.g., printer, number of copies).
9. Click the **Print** button.

Firefox

1. Right click in the area you wish to print on the page.
2. Select the **This Frame** option.
3. Select the **Print Frame** option.
4. Verify all your printer property selections are correct (e.g., printer, number of copies).
5. Click the **Print** button.



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Firefox

To resize:

6. Right click in the area you wish to print and select **This Frame**.
7. Select either **Open Frame in New Window** or **Open Frame in New Tab**.
8. Select the **File** dropdown list in the browser Toolbar.
9. Click the **Print Preview** option.
10. You may change the orientation to **Landscape** mode (depending on your printing needs).
11. Adjust **Scale** as needed.
12. Click **Print** in upper left hand corner.
13. Verify all your printer property selections are correct (e.g., printer, number of copies).
14. Click the **Print** button.

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Safari

1. Right click in the area you wish to print.
2. Select either **Open Frame in New Window** or **Open Frame in New Tab**.
3. Go to new tab or window.
4. Right click and select **Print**.
5. You may change the orientation to **Landscape** mode (depending on your printing needs).
6. Adjust **Scale** as needed.
7. Verify all your printer property selections are correct (e.g., printer, number of copies).
8. Click the **Print** button.