VERMONT

Printing from a Web browser (i.e., Debarment List)

Printing webpages can be daunting at best. Especially if there is a lot of content. Here's a few tips to consider without having to change your printer settings.
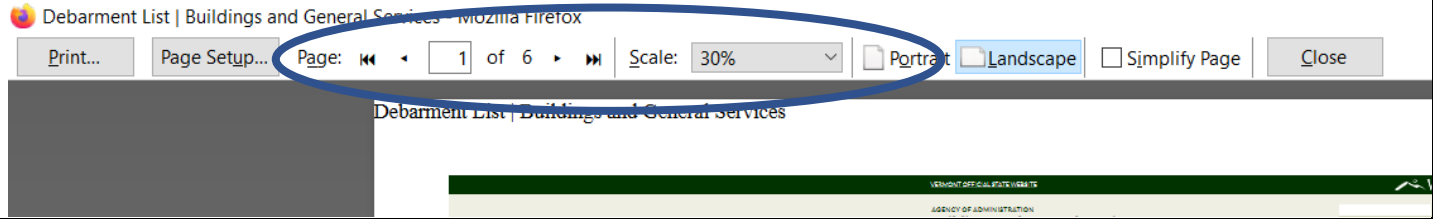
Web browser

- Click on File of the web browser.
- Select Print Preview.

As is, if you were to print this webpage, you have 21 pages.

Change the Scale from 100% to 30% (you can either select from the dropdown menu or write in 30)	
	• You have now reduced the number of pages to 6. • Choose whatever percentage that works for the desired outcome.
Click Print	
	• You can choose your printer. • Recommendation: Print to Adobe PDF and then print the pages. This allows you to see the outcome before printing to a regular printer if you require hard copies.