## Printing from Neola Web site using Microsoft Internet Explorer as your web browser

If you are using Internet Explorer as your web browser and you would like to print a policy from the web page please use the following directions.

- 1. Select File in the menu bar
- 2. Then Select "Print Preview"
- 3. When the Print Preview screen appears with the document you want to print, select the "landscape" printing option. This will allow you to print the document without having the having the right hand portion of the document cut off.
- 4. Please see screen shot below.

Print Preview	
	□ 1 Page View         ✓           ▲ As laid out on screen         ✓           ●         ●
Management Documents Bylaws & Policies Administrative Guidelines Forms State Government Search for: Find it! The Bo proces policy. not bee forms a without The Bo Proces policy. not bee forms a without The Bo State Government Find it!	Page View       As laid out on screen       Shrink To Fit         Page 1 of 1         Page 1 of 1    Page 1 of 1