Printing from A Browser.

It is important to preview your print job**.**   Many times just picking **print** from the menu or pressing **Ctrl+P** can send huge print jobs to the printer, or send print jobs that don't print anything useful. Using the print option embedded in the page gives you a much cleaner print, but printer icons are often difficult to recognize, as they are not a standard picture or standard location. If a print preview reveals a problem with your print job, you need to look harder for the webpage's embedded print option.

ALL EMAIL PRINTING NEEDS TO BE DONE THROUGH THE PRINTER ICON IN THE EMAIL. There I shouted at you. The half page phenomenon, where only a partial portion of your email is printed, is caused by choosing print from the browser menu. The webpage's print icon or menu item might be hidden is a sub-menu, or might be scrolled off the screen, but all email clients have a print button. Most web email applications <u>do not</u> let you print from the compose or replay windows. You can print it after it is sent, but you can not print it to proofread it.

How printing works and looks also depends on what browser you are using.

Print features and implementation vary by browser	Edge	Chrome	FireFox	Internet Explorer
Browser name	Edge	Chrome	FireFox	Internet Explorer
Preview in print dialog box	✓	✓	✓	
Separate preview menu option				✓
Total page count on preview	Only shows current page number	✓ total count shown at top left corner	✓ top 1 of total style	✓ bottom 1 of total style
Page preview control	< > at top	Vertical Scrollbar at side	⏮ ◀ ▶ ⏭ at top	⏮ ◀ ▶ ⏭ at bottom
Print current page option	✓			✓
Print selected selection		✓		✓
Print Simplified (reader style)			✓	
Print Page Range	✓	✓	✓	✓
Scale	✓	✓	✓	✓
Orientation	✓	✓	✓	✓
Uses Default Printer on new session	✓*			✓

PRINT PREVIEW – The print preview is an important feature. It lets you know what the printout is going to look like, and how many pages its going to be. With Edge you need to keep clicking to the end to see what your page count is, all the other browsers tell you up front how many pages the print job is going to be. (See chart above).

PRINT RANGE Using a page range, you can eliminate pages that don't contain useful information. Enter a single number, a single range like 2-3.

SELECTION. Both Chrome and Internet Explorer allow you to select a small portion of a page to print. This does not work on PDFs. Before making your selection look for a PRINTER button in the page to get a printer friendly version of the page If you press the PRINTER button, the article or email will open in printer friendly format in a new tab. If the windows printer dialog box opened as well, close the print dialog box. Now highlight the portion you want to print.

> For Internet explorer
> > With your selection highlighted
> > Choose PRINT PREVIEW from the menu or from the right-click menu.
> > At the top of the screen, change from **As laid out on screen**, to **As selected on screen'**
> > Tap the printer icon in the upper left hand corner.
> > Then hit **PRINT**.

> For Chrome
> > With your selection highlighted
> > Choose **PRINT** from the menu of from the right-click menu
> > In the lower left hand corner click **+ more settings**
> > Check **SELECTION** from the indented list of **Options**.

ORIENTATION . Is your printout going to be big enough to read? Changing the orientation and changing the scale can have a huge impact in the readability of a document. The method for changing orientation from portrait to landscape varies by browser.
- In Chrome orientation is called – **LAYOUT** change from Portrait to Landscape
- In Internet Explorer's you click on the little icons that look like a piece of paper with the corner folded down. The are next to the printer icon in the upper left hand corner
- In Edge there is a box labeled Orientation in the right hand panel where you choose landscape or portrait.
- In Firefox there are two buttons at the top of the preview page one labeled Landscape, the other portrait.
- And of course you can change this in the Windows print dialog box. There is a button under the list of printers. It is usually called **Preferences** although some applications call the button **Properties.**   The landscape, portrait selection location and method will vary by printer.

DEFAULT PRINTER – Chrome and Firefox keep track of the printer, bypassing the Windows operating system's settings. Edge can change your system wide printer preferences. So on the dialog box, always make sure the correct printer is shown. In the lab, the **B&W first 3 free** printer is the one where you get your first free prints for free, the other printer says **Color 20 ¢** and refers to the color ink jet printer.