

## Printing course details from the college website onto the pre-printed, branded paper.

When you have found the course you want to print. Click on the **Printer friendly version** link.

With this version open go to the **file** menu and select **Page Setup**. In this window select the **Printer button** and select the printer you are going to print to and click **OK**. Make sure the **Header** and **Footer** fields are empty and set all margins to **19.05mm** (see below). Click **OK**.

You can now print as normal.

If the page breaks halfway through a line of text adjust the **bottom margin** up or down to either include the whole line or push it onto the next page. You can measure with a ruler from the bottom of the page to find out the exact distance.

