Printing

*Note, there is currently an issue with background colors not appearing when printing. For now, it is recommended that printing background images and colors be turned off, so that white text will still be visible.

How do I print to PDF using Chrome?

1. Right-Click anywhere on the page and select "Print...".
2. Select a PDF option for the destination such as "Save as PDF", "Adobe PDF", or "Microsoft Print to PDF".
3. Click on "More Settings" to expand that section.
4. Optionally select "Background graphics" by checking the checkbox.
5. Optionally turn off Headers and Footers.
6. Click Save or Print at the top of the sidebar.
7. Open in a PDF viewer such as Adobe PDF Reader which can be downloaded for free.

How do I print to PDF using Firefox?

1. Open Firefox's menu with the icon at the top right.
2. Select "Print..."
3. Open "Page Setup" from the top menu.
4. Optionally select "Background graphics" by checking the checkbox.
5. Optionally turn off Headers and Footers on the "Margins & Header/Footer" tab.
6. Select "Print..." from the top menu bar.
7. Select PDF option for the printer such as "Adobe PDF", or "Microsoft Print to PDF".
8. Click OK to save the file.
9. Open in a PDF viewer such as Adobe PDF Reader which can be downloaded for free.

How do I print to PDF using Internet Explorer?

1. Right-Click anywhere on the page and select "Print Preview".
2. Open Page Setup by clicking the Gear Icon in the tool bar at the top.
3. Optionally select "Print Background Colors and Images" by checking the checkbox.
4. Optionally turn off Headers and Footers by selecting "-Empty-" in the dropdown boxes.
5. Select Print by clicking the printer icon in the top toolbar.
6. Select a PDF option for the printer such as Microsoft Print to PDF or Adobe PDF.
7. Save the file
8. Open in a PDF viewer such as [Adobe PDF Reader](#) which can be downloaded for free.

How do I print to PDF using Microsoft Edge?

1. Per Microsoft, Edge will not print background colors. If you want the background colors to print select "Open With Internet Explorer" and print a pdf from there.
2. Click the three dots in the top right corner to open Edge's menu options and Select Print
3. Select a PDF option for the printer such as Microsoft Print to PDF or Adobe PDF
4. Optionally turn off Headers and Footers
5. Select Print to save the file
6. Open in a PDF viewer such as [Adobe PDF Reader](#) which can be downloaded for free.