How to print search results or store as PDF

The default print view used by Google Chrome, Mozilla Firefox and Microsoft Edge is not optimal for the use with printing Search results or saving it as PDF. Please follow the steps below to make more search results record fit on one page without splitting info for a donor between two pages.

Google Chrome:

• Click on the print button:

Print		4 pages	
Destination	Save as PDF	-	
Pages	All	•	
Layout	Portrait	-	
More settings		\bigcirc	
ick on Scale:			
Scale	Default	Ś	
elect "Custom"		Ũ	
Scale	Default		-
	Default		
Options	Custom	and tooters	
nange the scale to 75%			
Scale	Custom		,

• Save as PDF or print the page as normal

Now it should fit:

Paper size: A4

- 9 results on page 1
- 12 on the following pages

Paper size: Letter

- 9 results on page 1
- 12 on the following pages

Microsoft Edge

• Click on the print button:



• Click on more settings:

Colour



Print on both sides

Print on both sides	\sim

More pettings ~

Print using system dialogue (Ctrl+Shift+P)

• Change the scale to 75%

Scale (%)





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• Save as PDF or print the page as normal

Now it should fit:

Paper size: A4

- 9 results on page 1
- 12 on the following pages

Paper size: Letter

- 9 results on page 1
- 12 on the following pages

Mozilla Firefox

• Click on the print button:



• Click on more settings:

Print	3 sheets of paper
Destination	
🖶 HP803503 (H	IP Color LaserJ 🗸
Copies	_
Orientation	
🗅 Portrait 🗅	Landscape
Pages	
AI	~
Colour mode	_
Colour	~
More settings	~ ~
Print using the syst	em dialog 🖸

Click on "Scale"

Fewer settings	^	
Paper size		
A4	~	
Scale		
Fit to page width Scale 100		
Change the scale to 52%		
Scale		
Fit to page width Scale 52		
· ·		

• Save as PDF or print the page as normal

Now it should fit:

Paper size: A4

- 9 results on page 112 on the following pages

Paper size: Letter

- 9 results on page 112 on the following pages