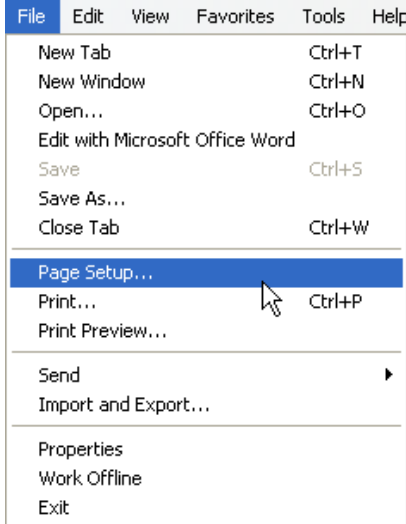


Getting Started

i To insure that pages printed from the MLS are fit correctly on your 8.5 X 11 page, there are a few settings that may require adjustment.

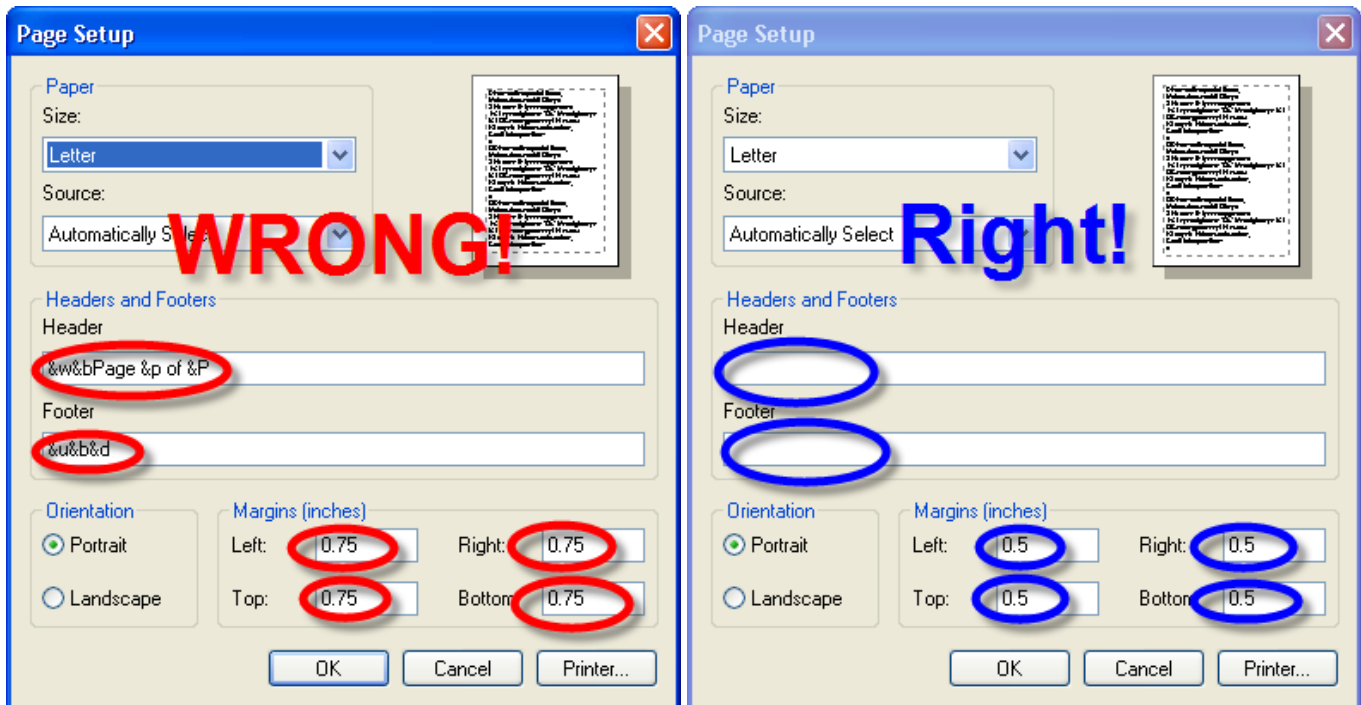
Step One

i Locate the FILE pull down menu in the upper left of the browser window and within that menu, the option labeled "Page Setup". It looks like this:



Step Two

i When you click on Page Setup, you will get a new window. Make sure the window you see matches the "Right" example below.




Step Three

i Note the sections labeled Headers and Footers and also the section labeled Margins (inches). You need to remove all text in the Header and Footer box and also change the Margins (inches) to 0.50 in the Left, Right, Top and Bottom selections.

i This will essentially guarantee that your reports will print on one letter size page. If you still have trouble fitting it all on one page after this adjustment, see the next section, Text Size.

Step Four

 The Font or Text size setting in Internet Explorer must be set to Medium to ensure that reports will print properly. Locate the View pull down menu and within that menu the option labeled Text Size and then choose Medium. Like this:

