



Web Page Printing Tips

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March 2018

Revised

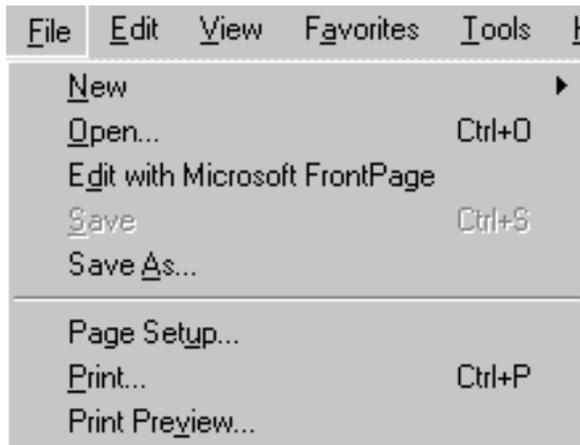
Web page printing tips - Tips

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Tip 1: Preview a web page before printing

- Printing some web pages may result in using up far more ink or paper than you thought. To preview the page in order to determine how much paper will be needed to print a web page or whether or not the text and background will be readable when printed, preview the page before printing.
- In your web browser, click the **File** menu and select **Print Preview**.

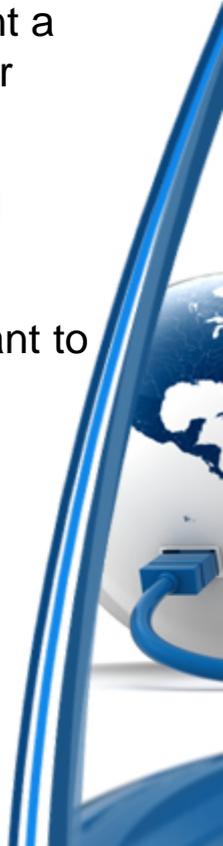


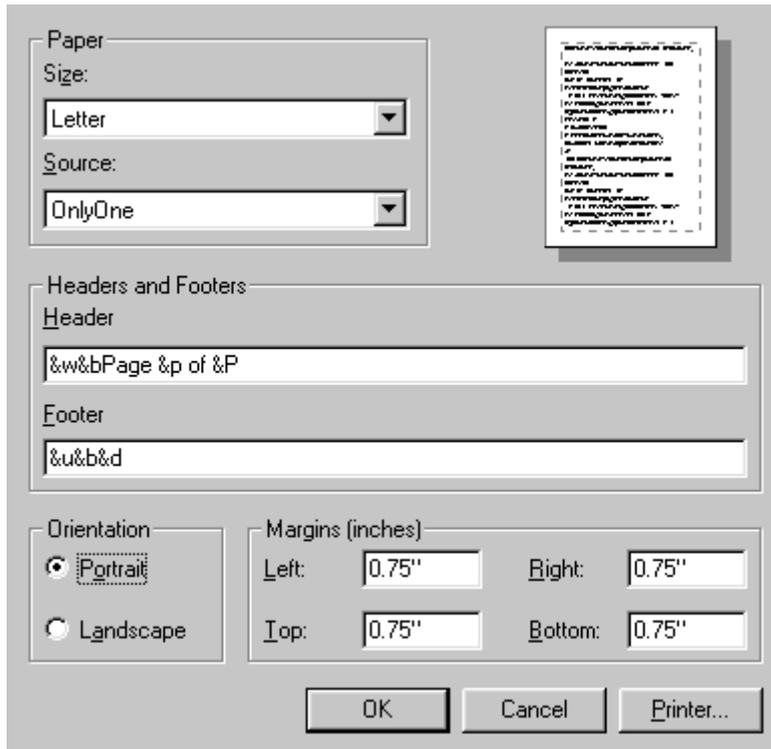
If you are happy with how the page is going to print, you can click the **Close** button at the top of the Print Preview window to return to the web page and then select Print from the File menu -OR- print directly from the Print Preview windows by clicking the **Print** button.



Tip 2: Removing or customizing headers and footers when printing web pages

- To remove or customize the headers and footers when printing in Internet Explorer:
- In your web browser, click the **File** menu and select **Page Setup...** to open the page setup dialog box.
- The **Headers and Footers** section contains what appears to be gibberish but these characters determine the headers and/or footers that will be printed when you print a web page. The screenshot shown below contains the default header and footer for Internet Explorer 6.
 - **To remove headers or footers**, remove the characters from the **Header** and **Footer** fields and click **OK**.
- **To customize the header and footer**, type in the characters for the items you want to be printed





Type

&w

&u

&d

&D

&t

&T

&p

&P

&&

&b

&b&b

Add text

To get...

Window title

Page address (URL)

Date in short format (as specified by Regional Settings in Control Panel)

Date in long format (as specified by Regional Settings in Control Panel)

Time in the format specified by Regional Settings in Control Panel

Time in 24-hour format

Current page number

Total number of pages

A single ampersand (&)

The text immediately following these characters as centered.

The text immediately following the first "&b" as centered, and the text following the second "&b" as right-justified.

You can customize the header or footer by adding text, such as Printed by John Doe on ____ (type code for date)

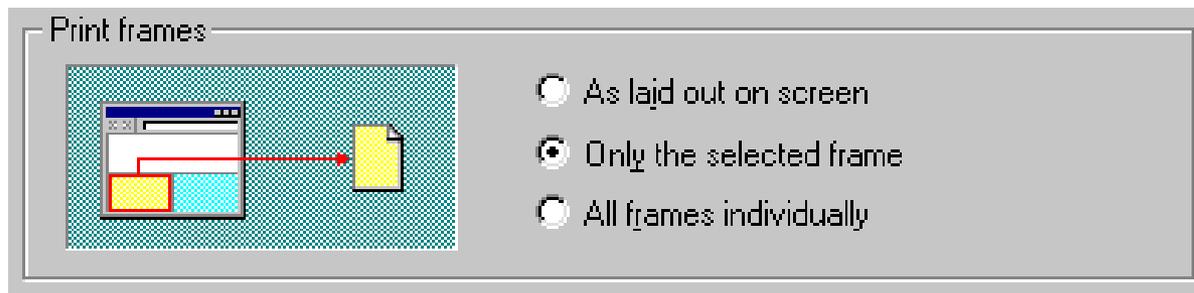
Tip 3: How to print a web page with margins that are too wide and result in clipped content

- Set your printer to print in the Landscape mode (sideways) for the web page that is giving you problems: Go to the **File** menu and select **Print**. Click the **Properties** button on the Print dialog window. Change the orientation from "Portrait" (default) to "**Landscape**" mode. **Note:** You can also change the page margins in your printer properties.
- In your web browser, select **Page Setup** on the **File** menu. Click the radio button next to "**Landscape**" in the Orientation section of the dialog box. Click **OK** to begin printing. **Note:** You can also change the page margins on the Page Setup dialog box.
- *Changing the orientation using either of the above methods will not change the default printer setting for this feature, which is generally set to "Profile". To change the printer features 'permanently', you must use the **Printer Control Panel**. Go to Start > Settings > Printers, right-click your printer icon and select **Properties**. If you do not know how to get to the Printer Control Panel and the printer properties, use your operating system (Windows or Macintosh) built-in help, see your printer help file or documentation, or search the web for instructions.*



Tip 4: How to print a single frame (page) on a web site that uses frames

- **To print the web page including all the frames**, in your web browser, click the **File** menu and select **Print**. In the **Print Frames** section, select the radio button next to **As laid out on screen** and click **OK**.
- **To print one frame**, left click once on the frame you wish to print to select it. in the **Print Frames** section, select **Only the selected frame** and click **OK**.



- **Alternate method:** Right click on the frame you want to print, choose **Open Frame In New Window**, then just print it out from the new window that opens as you would a non-frame web page.
- **Note:** In Windows Internet Explorer version 5 or above, framed Web pages are printed with each frame coming out on a separate page by default.

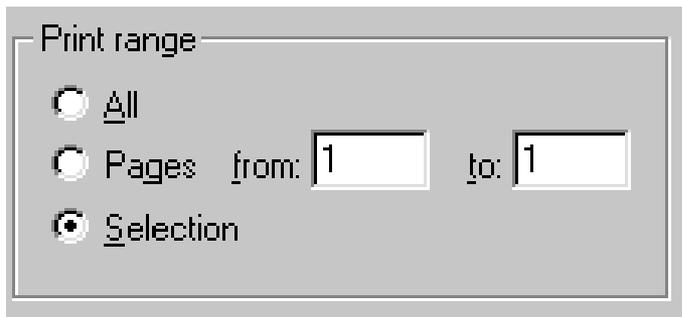
Tip 5: Conserve color ink and print in grayscale

- Web page printing can be hard on a color ink cartridge. If having a color copy on paper is not needed, print the web page in black and white. Please note that printing in grayscale is a feature of your PRINTER not the web browser. To print a web page in grayscale:
- In your web browser, click the **File** menu and select **Print**.
- Click the **Properties** button.
- Check the tabs and see if you can locate an option for "**grayscale**" or "**black and white**" printing. **Note:** The color setting varies from printer to printer. If you cannot locate this setting, check your printer help file or documentation or search online for instructions.
- *Changing the color features using either of the above methods will not change the default printer setting for this feature, which is generally set to "Color" when color printing is available. To change the printer features 'permanently', you must use the **Printer Control Panel**. Go to Start > Settings > Printers, right-click your printer icon and select **Properties**. If you do not know how to get to the Printer Control Panel and the printer properties, use your operating system (Windows or Macintosh) built-in help, see your printer help file or documentation, or search the web for instructions.*



Tip 6: Print selected content on a page and leave the other stuff behind

- Hold down the left mouse button and drag the cursor over the text and/or image(s) that you want to print. Let go of the mouse button. The selected text or image is highlighted on the screen.
- In your web browser, click the **File** menu and select **Print**.
- On the Print dialog box, select **Selection**. Click **OK** to start printing.



- **Alternate method - Copy/Paste to Microsoft Word:** Copy and paste the content you want to print from a web page to Microsoft Word or similar word processing software. Note that images can generally be copied and pasted from the web page to the document. Revise as needed and print your new document as you normally would using your word processing



- Copy the web page into a new “text” document. This will “strip” all color and graphics from the web page.



- Copy the web page into a “word” document. This will maintain color, font type and sizes, along with the graphics. Delete what you do not want.



Tip 7: Look for "Printer" friendly icons or links

- This is accomplished by clicking the **Print Page** icon or text on the page.
- Other sites have a similar link or tool that allows you to print the content, stripping away 'unnecessary' items such as graphics, menus, etc.. Look for "Printer Friendly" icons and links on web sites.



Tip 8: Use the “Snipping Tool” to select what you want from the web page. (Windows 7, 8, 10)

You can use Snipping Tool to capture a screen shot, or snip, of any object on your screen, and then annotate, save, or share the image.

You can capture any of the following types of snips:

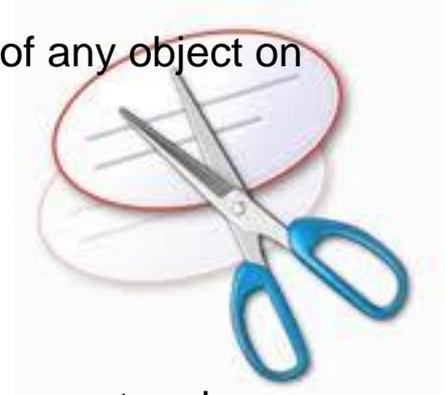
Free-form Snip. Draw a free-form shape around an object.

Rectangular Snip. Drag the cursor around an object to form a rectangle.

Window Snip. Select a window, such as a browser window or dialog box, that you want to capture.

Full-screen Snip. Capture the entire screen.

After you capture a snip, it's automatically copied to the Clipboard and the mark-up window. From the mark-up window, you can annotate, save, or share the snip.



- **To capture a snip**

- Open Snipping Tool by clicking the **Start** button . In the search box, type **Snipping Tool**, and then, in the list of results, click **Snipping Tool**.
- Click the arrow next to the **New** button, select **Free-form Snip**, **Rectangular Snip**, **Window Snip**, or **Full-screen Snip** from the list, and then select the area of your screen that you want to capture.

- **To capture a snip of a menu**

- If you want to capture a snip of a menu, such as the Start menu, follow these steps:
- Open Snipping Tool by clicking the **Start** button . In the search box, type **Snipping Tool**, and then, in the list of results, click **Snipping Tool**.
- After you open Snipping Tool, press Esc, and then open the menu that you want to capture.
- Press Ctrl+PrtScn.
- Click the arrow next to the **New** button, select **Free-form Snip**, **Rectangular Snip**, **Window Snip**, or **Full-screen Snip** from the list, and then select the area of your screen that you want to capture.



- **To annotate a snip**
- After you capture a snip, you can write and draw on or around the snip in the mark-up window.
- **To save a snip**
- After you capture a snip, click the **Save Snip** button in the mark-up window.
- In the **Save As** dialog box, enter a name for the snip, choose a location where to save the snip, and then click **Save**.
- **To share a snip**
- After you capture a snip, click the arrow on the **Send Snip** button, and then select an option from the list.



Tip 8a: Use the Windows Key + “PrntScr” to select what you want from the web page. (Windows 7, 8, 10)

Take a screen capture (print your screen)

Windows 8.1/Windows RT 8.1 ▼

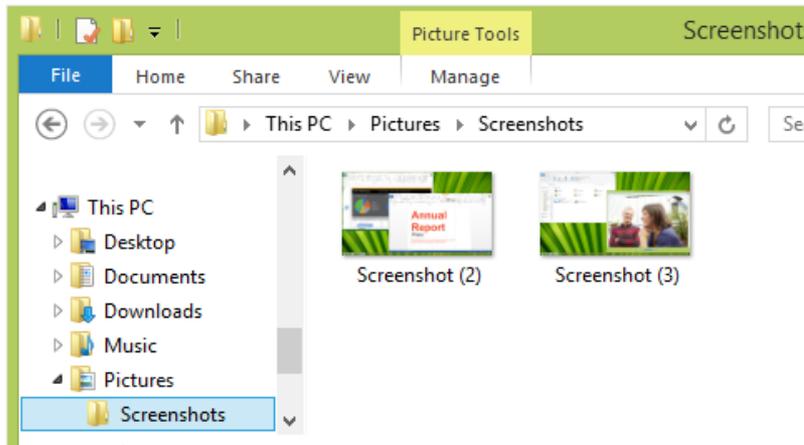
Sometimes it's simpler to show someone what's on your screen than it is to explain it. Windows lets you take a picture of the screen so you can save, print, or share what you see. This is referred to as taking a screenshot or screen capture.

You can take a screenshot and automatically save it as a file, take a screenshot without saving it as a file, or take a screenshot of only one window (instead of the whole screen).

▼ To take a screenshot and save it as a file

1. Press the Windows logo key **⊞**+PrtScn. Or, if you're using a tablet, press the Windows logo button **⊞** + the volume down button.

The screen will dim for a moment when the screen is copied and saved as a file in the Screenshots folder (which is in your Pictures folder).



- **To take a screenshot (without saving it)**
- Press PrtScn.
- A picture of the screen is copied and you can paste it wherever you'd like.
- **To take a screenshot of only one window**
- Tap or click the window you want to capture.
- Press Alt+PrtScn.
- A picture of the window is copied and you can paste it wherever you'd like.

