

Printing Service Tickets to Fit on a Page

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Parts of Encounter Tracker service tickets do not print when the print dialog box does not have the correct settings.

Follow the steps below to print service tickets that fit all the information on the page.

- Find which version of Adobe Acrobat Reader is on your computer.

For a PC follow these instructions:

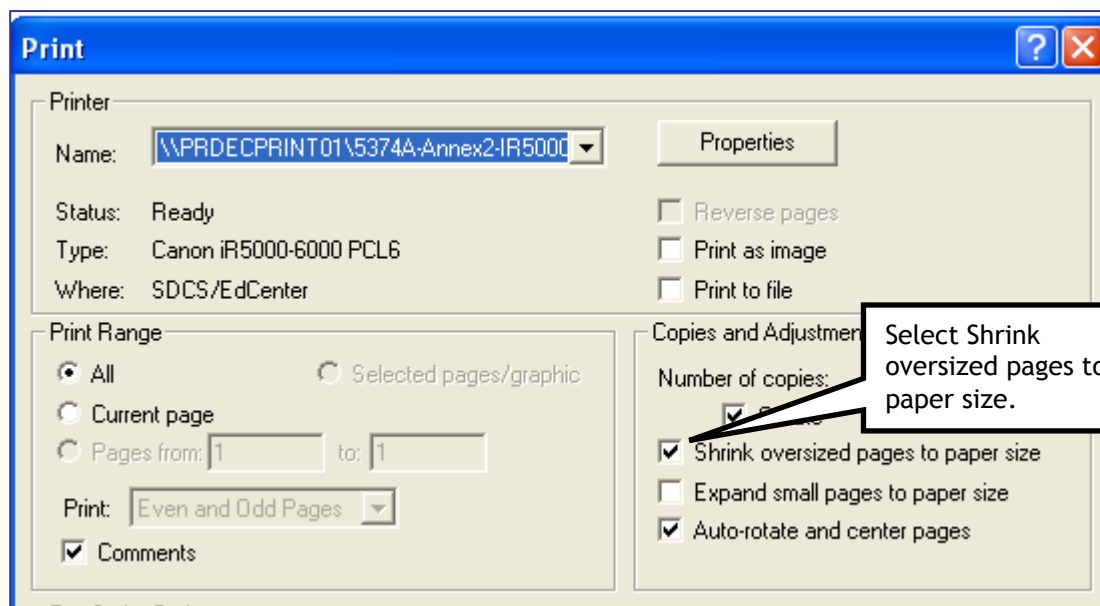
1. Select Start → Programs
2. Look at the Adobe Acrobat program. It will have a number after it. You do not need to note anything after the decimal point.
3. Follow the directions for the correct version below.

For a Mac computer, you should be using Adobe Acrobat version 7.

- When you are ready to print a service ticket, select the Adobe printer icon. Then change the setting so the whole page will be printed.

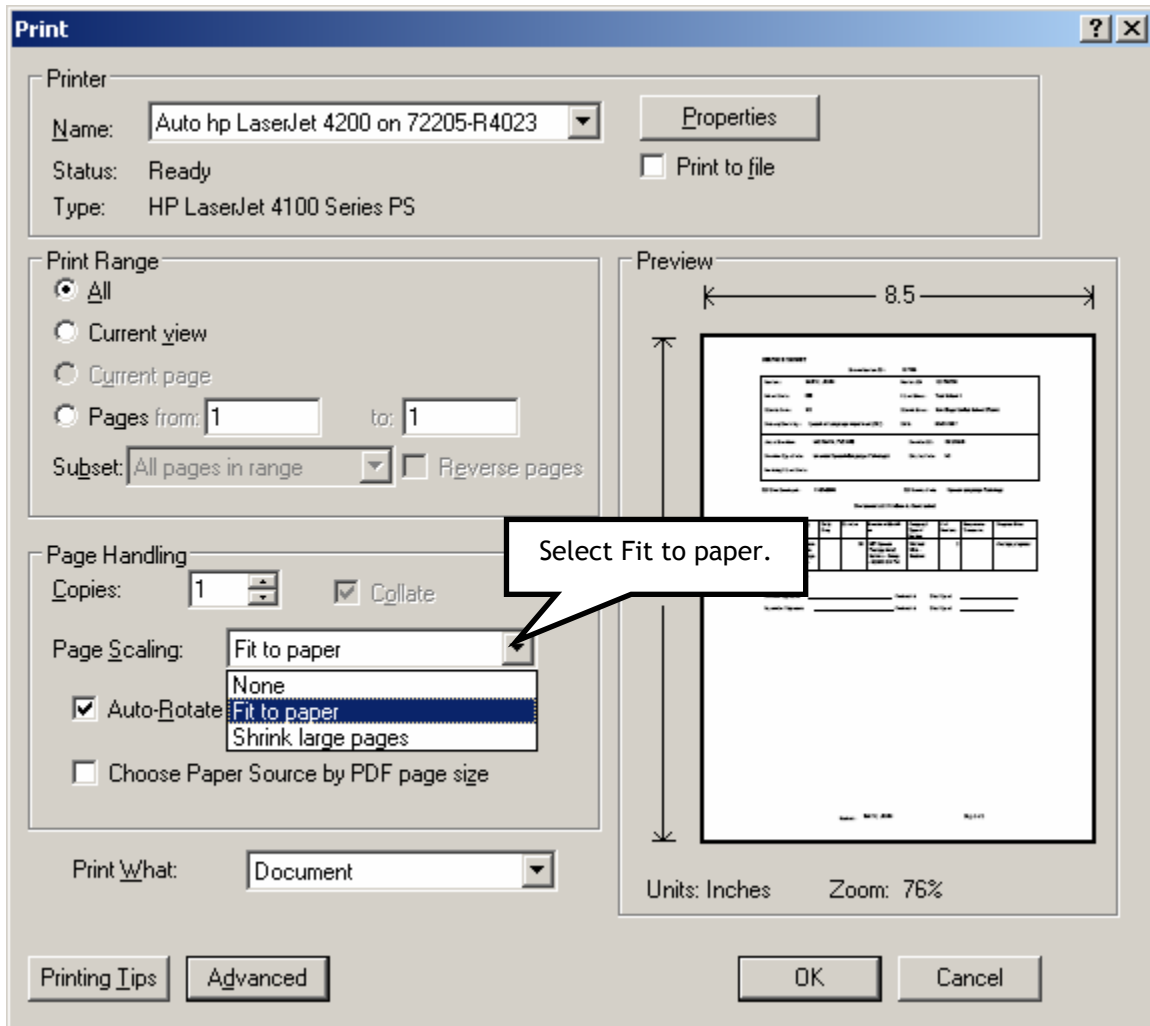
Acrobat 5

In the Copies and Adjustments section, select Shrink oversized pages to paper size. Then select OK. The service ticket will print all the information.



Acrobat 6

In the Page Scaling drop down menu, select Fit to paper. Then select OK. The service ticket will print all the information.



Acrobat 7

In the Page Scaling drop down menu, select Fit to Printer Margins. Then select OK. The service ticket will print all the information.

