

## How do I set up Google Chrome for SpEd Forms?

### Google Chrome Setup Instructions

To remove the header and footer:

1. Press the "Print" button from any form.
2. When the "Print Preview" dialog appears, uncheck the "Headers and footers" check box.
3. Press the "Print" button.

The check box will remain unchecked from now on.

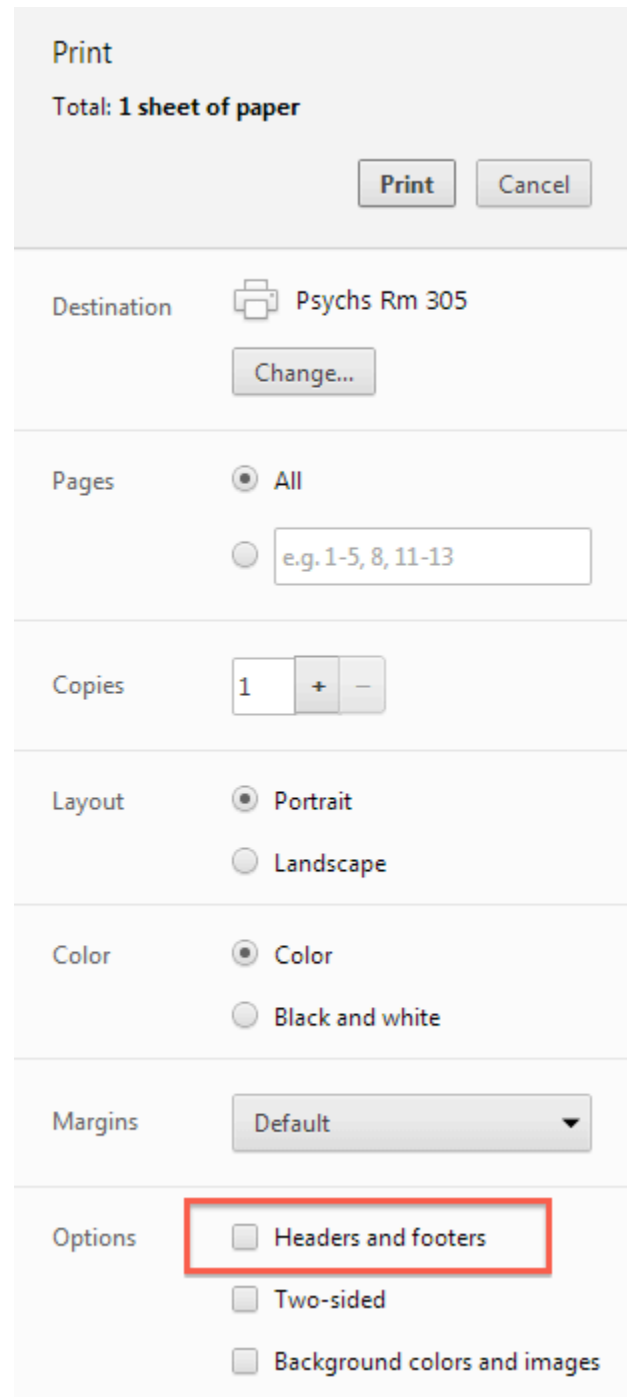
If you need to adjust the print margins, you will need to do it each time you print. Google Chrome does NOT save margin settings.

We recommend 0.5 inch margins for top, bottom, left and right if your printing is off.

1. Click the "Margins" drop down list box.
2. Choose "Custom".
3. Move your mouse over the preview and "click and drag" the margin lines until each says "0.50" or set them to what is needed to make your form look best.

Newer versions (13 or later) of Chrome open print dialogs in new tabs. This is a behavior of Chrome and is normal. Simply close the print tabs when you are done with them.

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A screenshot of the Google Chrome print dialog box. The dialog is titled "Print" and shows "Total: 1 sheet of paper". At the top right are "Print" and "Cancel" buttons. Below this, the "Destination" is set to "Psychs Rm 305" with a printer icon and a "Change..." button. The "Pages" section has radio buttons for "All" (selected) and "e.g. 1-5, 8, 11-13". The "Copies" section shows a value of "1" with "+" and "-" buttons. The "Layout" section has radio buttons for "Portrait" (selected) and "Landscape". The "Color" section has radio buttons for "Color" (selected) and "Black and white". The "Margins" section has a dropdown menu set to "Default". The "Options" section at the bottom has three checkboxes: "Headers and footers" (unchecked and highlighted with a red box), "Two-sided" (unchecked), and "Background colors and images" (unchecked).