Instructions for print settings on Internet Explorer

1. Open Internet Explorer
2. On the main toolbar, click on tools
3. At the bottom of the drop list, click on Internet Options
4. Under the General tab, click on fonts
5. make sure settings are set to:
   a. language script: Latin-based
   b. Webpage font: Times New Roman
   c. Plain text font: Courier New

6. Click OK
Instructions for print settings on Mozilla Firefox

1. Open Mozilla Firefox
2. On the main toolbar click on **Tools**
3. Click on **Options** at the bottom of the drop down menu
4. Click on the **Content** tab at the top of the options menu
5. In the fonts & colors box, the settings should read as follows:
   a. Default font: Times New Roman    Size: 16

6. Click on Advanced in the fonts & Colors box

7. Settings should be as follows:
   a. Proportional: Serif    Size: 16
   b. Serif: Times New Roman
   c. Sans serif: Arial
   d. Monospace: Courier New    Size: 13
   e. Minimum font size: none
   f. Make sure the box is checked next to: Allow pages to choose their own fonts

8. Click OK in the advanced window.

9. In the options window click OK.