

## FAMILY MONITORING TOOL – OFFICE PRINTING SETTING

In order to print the Family Monitoring Tool

1. Use the Office Print Version
2. Set the printing setting to the parameters indicated in the image below  
This requires changing the following 2 default settings
  - Actual size (default is 'fit')
  - Flip on short edge (default is 'flip on long edge')

Print ✕

Printer: **HP ColorLaserJet M253-M254** ▼ Properties Advanced Help ?

Copies:  Print in grayscale (black and white) ☐ Save ink/toner ☐ i

**Pages to Print**

☒ All 
 ☐ Current 
 ☐ Pages 
 Spread 1 of 10 - Pages(20, 1) - 
 ► More Options

**Page Sizing & Handling** i

Size Poster Multiple Booklet

☐ Fit 
 ☒ Actual size 
 ☐ Shrink oversized pages 
 ☐ Custom Scale:  %

☐ Choose paper source by PDF page size

☒ Print on both sides of paper

☐ Flip on long edge 
 ☒ Flip on short edge

Orientation:

☐ Auto 
 ☒ Portrait 
 ☐ Landscape


**Comments & Forms**

Document and Markups ▼ Summarize Comments

Page Setup...

Document: 8.3 x 11.7in

8.27 x 11.69 Inches



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Print Cancel