

Printing Overview



You can print a form or report directly from your browser by pressing Ctrl + P (Windows) or Cmd + P (Mac).

To include additional graphics, such as the color of a unique ID or current workflow state, follow the instructions below:

For Chrome:

1. Click Ctrl + P (Windows) or Cmd + P (Mac) to open Chrome's printer settings.
2. Click **More Settings**.
3. Select the **Background graphics** checkbox.

For Internet Explorer/Edge:

1. If you're using Edge, click the  icon in the top-right corner of the browser, then click **Open with Internet Explorer**.
2. From Internet Explorer, click Ctrl + P (Windows) or Cmd + P (Mac) to open the printer settings.
3. Click the  icon.
4. Hover your cursor over **Print**, then click **Page Setup**.
5. Select the **Print Background Colors and Images** checkbox.
6. Click **OK**.

See the [Print from Chrome](#) article from the Google Support Site or the [Print webpages using Internet Explorer](#) article on the Microsoft Support site for more information.



If you're printing a table with multiple report will need to be printed individual



If a form or report is not printing in c o settings .