

Printing Overview

Last Modified on 12/20/2024 4:45 pm EST

Overview

You can print a form directly from your browser.

Related Information/Setup

Please refer to the [Exporting a Report](#) for more information on how to export a report for printing.

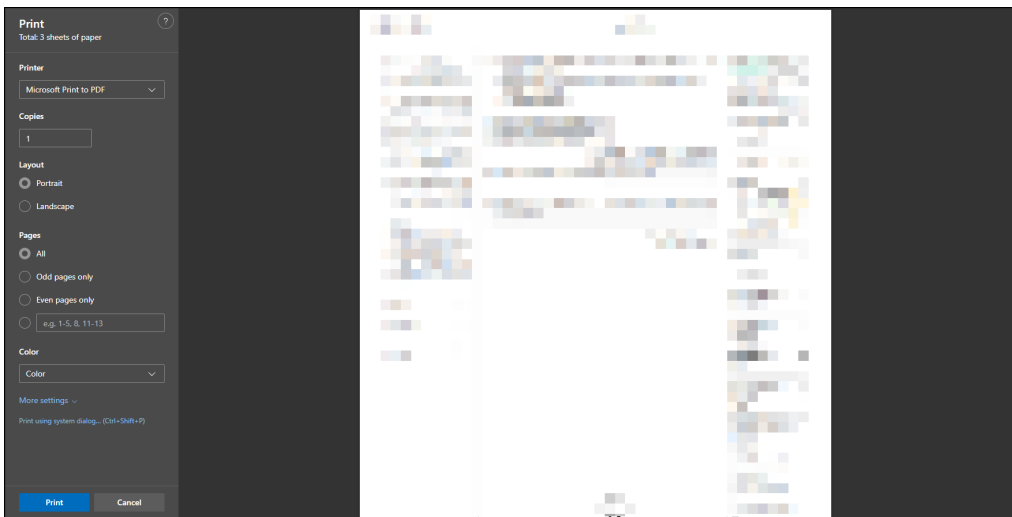
If you're printing from Google Chrome, see the [Print from Chrome](#) article from the Google Support Site for more information.

Printing a Form From Your Browser

To print a form from your browser, click Ctrl + P (Windows) or Cmd + P (Mac).

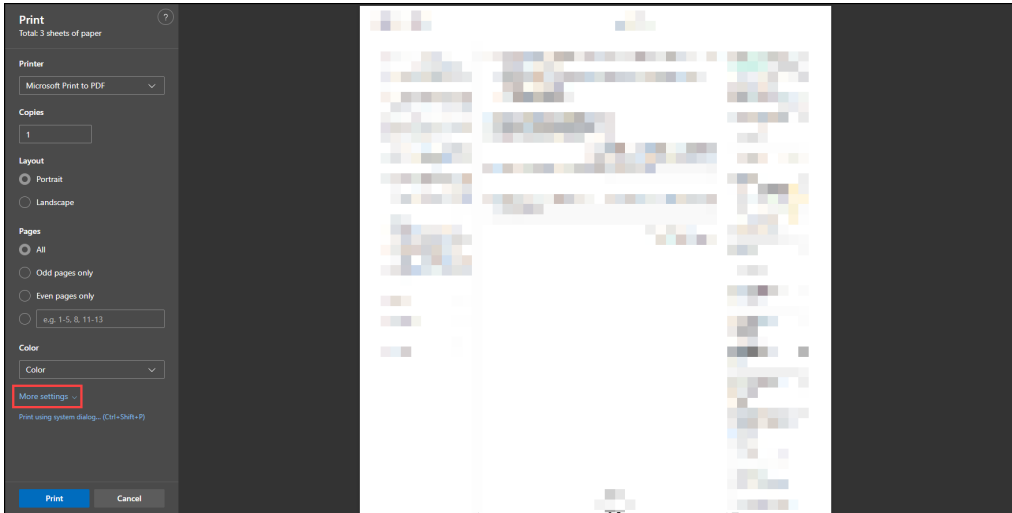
To include additional graphics, such as the color of a unique ID or current workflow state, follow the instructions below:

1. Click **Ctrl + P** (Windows) or **Cmd + P** (Mac) on the keyboard to open the **Printer Settings** screen.



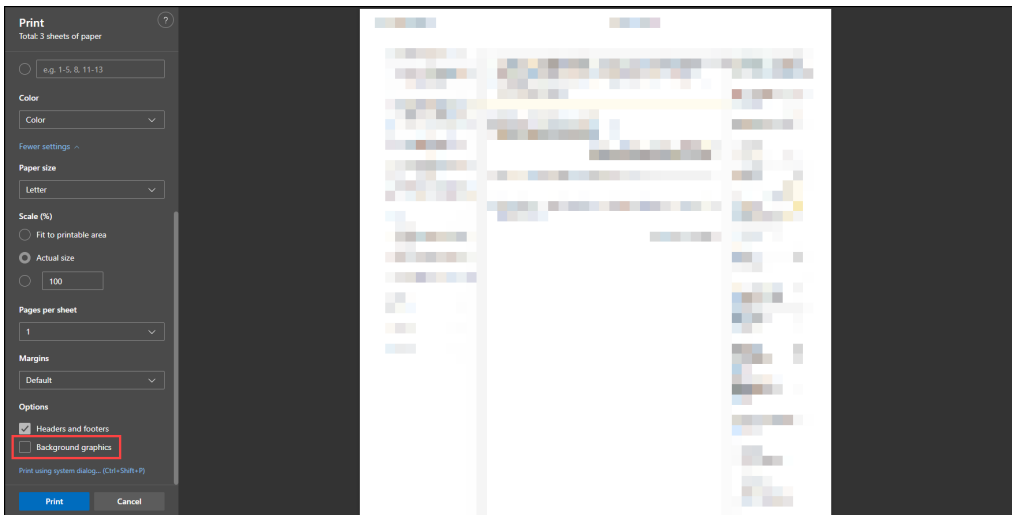
Printer Settings Screen

2. Click the **More Settings** link.



More Settings

3. Scroll to the **Options** section and select the **Background graphics** checkbox.



Background Graphics Checkbox



Note:

If a form is not printing in color, check your printer's settings.