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ADJUSTING
THE PRINTER
TO SAVE PAPER DURING REPORT PRINTING
SUGGESTIONS & SOLUTIONS FOR TCMS V2

LAST UPDATE 09 JULY 2012

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Step 1

Click start -> Printers.

You may find this Printers option by clicking the Start button at the bottom right corner (default location) of your windows screen.

Step 2

Select the correct printer.

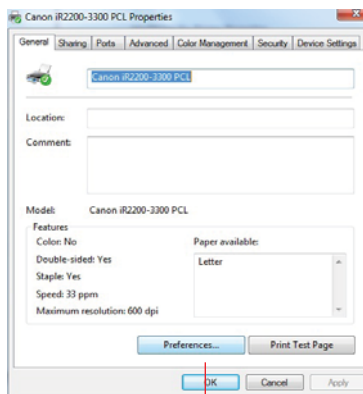You may to click at the icon of the corresponding printer.

Step 3
Accessing the Printer Properties.

You need to click the icon of printer and then followed by a Right Click to view and choose to Properties.
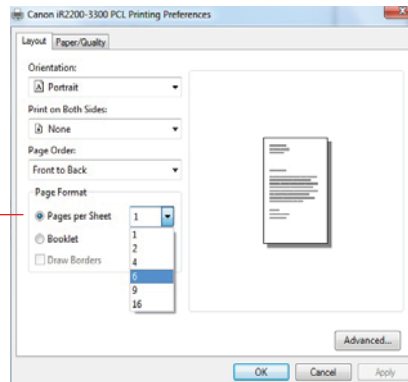
Step 4
Modifying the Printer Properties.

Click the Printing Preferences to view the Printer properties.

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Step 5

Select the number of pages to be printed on a sheet.

Choose the pages to be printed on a sheet.
Click OK to save the settings.