Instructions on how to get the reference number and amount to appear at the top of all printed pages of an advance/expense report.

Google Chrome

1. Once the advance/expense report is completed and submitted, click on **Print and mail hard copy to above address**.

Print and mail hard copy to above address

2. Click on **More settings** to display additional setting options.

Print						
Total: 1 sheet of paper						
	Print Cancel					
Destination	DUROCHER3465_302_H					
	Change					
Pages	All					
	e.g. 1-5, 8, 11-13					
Copies	1					
Layout	Portrait 💌					
Options	V Two-sided					
More settings						
Print using system dialog (Ctrl+Shift+P)						

3. In options section, check **Headers and footers**

Print							
Total: 1 sheet of paper							
	Print Cancel						
Destination	Change						
Pages	All						
	e.g. 1-5, 8, 11-13						
Copies	1						
Layout	Portrait 💌						
Paper size	Letter (8.5 x 11") 👻						
Margins	Default 🔹						
Scale	100						
Options	Headers and footers						
-	Two-sided						
	Background graphics						
 Fewer settings 							

- 4. Click on the **Print** button on top of page
- 5. The changes will automatically be saved for any future printing

<u>Safari</u>

1. Once the advance/expense report is completed and submitted, click on **Print and mail hard copy to above address**.

Print and mail hard copy to above address

2. In options section, check headers and footers

-	Printer:	ET Office Printer				0
lag t	Presets:	Default Settings				0
	Copies:	1	П.	wo-Sid	ed	
	Pages:					
		From:	1	to:	1	
	Paper Size:	US Lette	er			8.50 by 11.00 inches
	Orientation:	1	1.	S	cale:	100%
		Safari				
		🔽 Pr	int bac	karoun	ds	
		Pr	int hea	ders ar	nd foo	oters
<pre>(« < 1of1 >>>>)</pre>						
PDF V Hide Details						Cancel Print

3. Click on the **Print** button

4. The changes will automatically be saved for any future printing

Mozilla Firefox

- 2. Click on **Print** to display the print preview page



3. Click on Page Setup on top left



4. Click on **Margins & Header/Footer** tab and select as indicated below for each of the three Header and three Footer pull-down menus.

Page Setup	In the Amount of							
Format & Options Margins & Header/Footer								
Margins (inches)	Margins (inches)							
I	<u>T</u> op: 0.5							
<u>L</u> eft: 0.5	Left: <u>R</u> ight:							
Botte	<u>B</u> ottom: 0.5							
- Headers & Footers	Headers & Footers							
Title 🔻	blank 🔻	URL -						
Left:	Center:	Right:						
Page # of # 🔻	blank 🔻	Date/Time 🔻						
OK Cancel								

- 5. Click **OK** to save the changes will automatically be saved for any future printing
- 6. Click on Print and mail hard copy to above address.

Print and mail hard copy to above address

Internet Explorer (version 10 and above)

 Once the advance/expense report is completed and submitted, before clicking on Print and mail hard copy to above address, click on **Tools** in the top right

					. 🛏	- file -	æ	
	Print	Ctrl+P		Print			>	
-	Print preview			File			>	h
1	Page setup			Zoom (125%	6)		>	11
				Safety			>	Н
				Add site to A	Apps			Н
				View downlo	pads	Ctrl+	J	Н
			Manage add-ons					Н
				F12 Develop	er Tools			Н
				Go to pinned	d sites			Н
				Compatibilit	ty View settings	;		Н
				Internet opti	ions			Н
				About Intern	net Explorer			

2. Click on **Print**, then click on **Page Setup**

3. In the **Headers and Footers** section, select as indicated below for each of the three Header and three Footer pull-down menus.

Page Setup	×
Paper Options Margins (inches) Page Size: Left: 0.75 Letter (8.5 x 11") Image: Size: Right: 0.75 ● Portrait Landscape Top: 0.75 ● Print Background Colors and Images Bottom: 0.75 1 and second to the se	
Headers and Footers Header: Footer: Title V URL	~
-Empty-	~
Page # of total pages v Date in short format	~
Change font	
ОК	Cancel

- 4. Click **OK** to save the changes will automatically be saved for any future printing
- 5. Click on Print and mail hard copy to above address.

Print and mail hard copy to above address