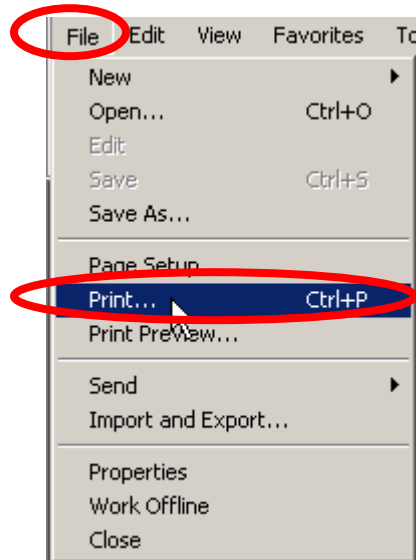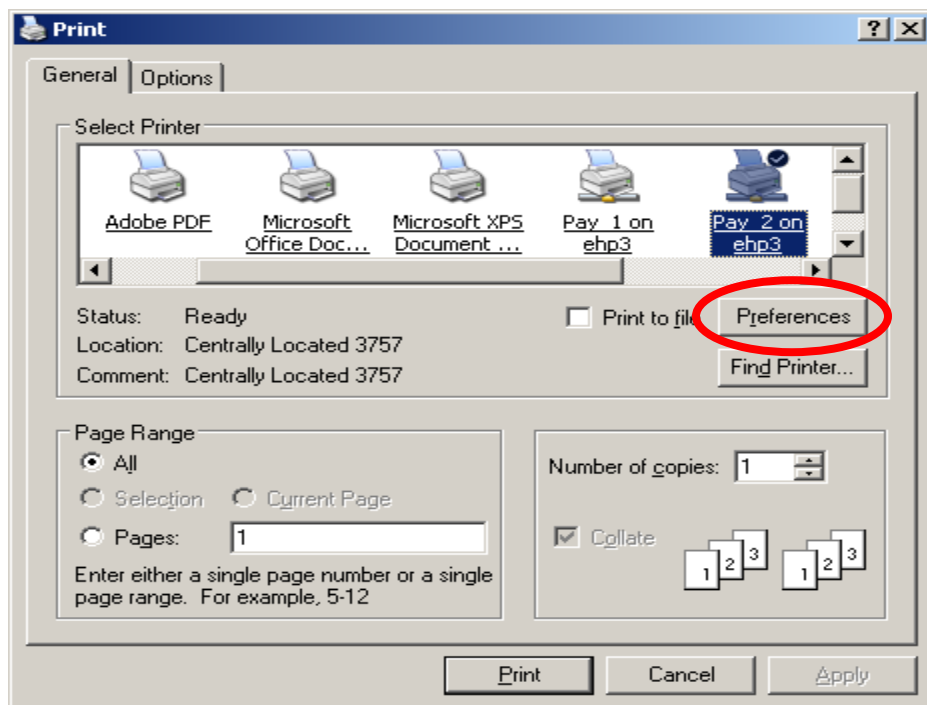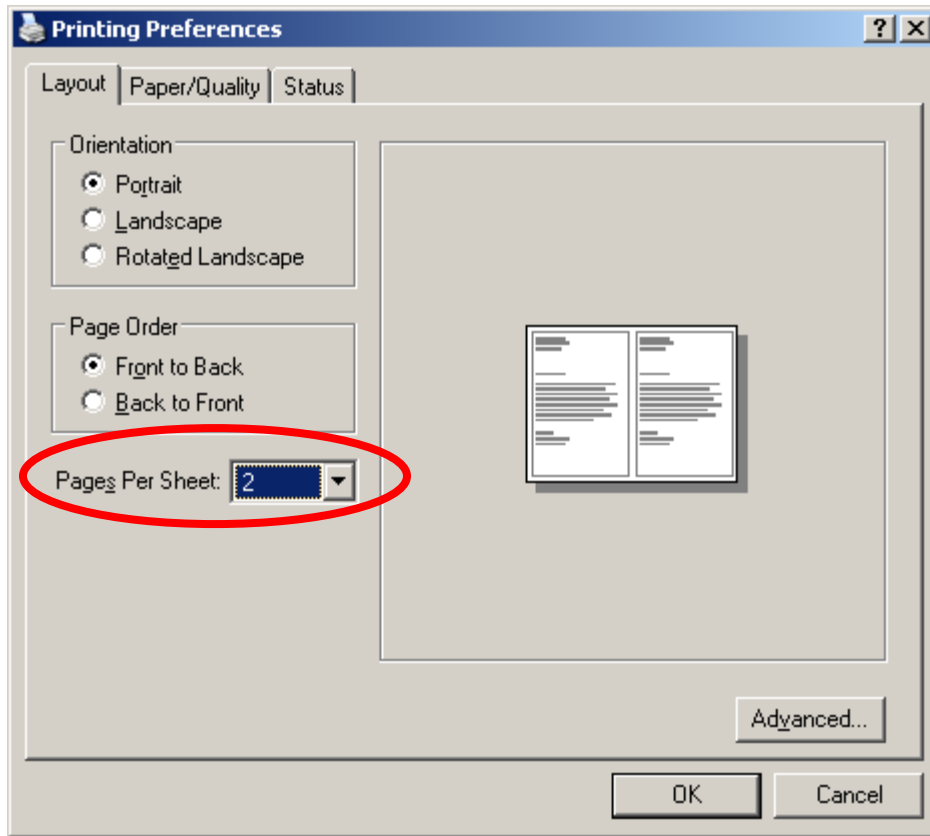# One-page Print Instructions for Cornell's ePay

1. When your paycheck displays use your browser's *File* menu and select the *Print* option:



2. From the Print dialogue window select the *Preferences* option:

3.  From the *Preferences* dialogue window on the *Layout* tab select the number two (2) as to how many *Pages Per Sheet* and click the **OK** button:



4.  To ensure the entire electronic paycheck will print without cutting information off, also access the *File > Page Setup* menu from the browser (**NOTE**: This dialogue window can be displayed concurrently with the *Print* dialogue window. This part of the print options will not need to be performed again as the settings will remain intact):
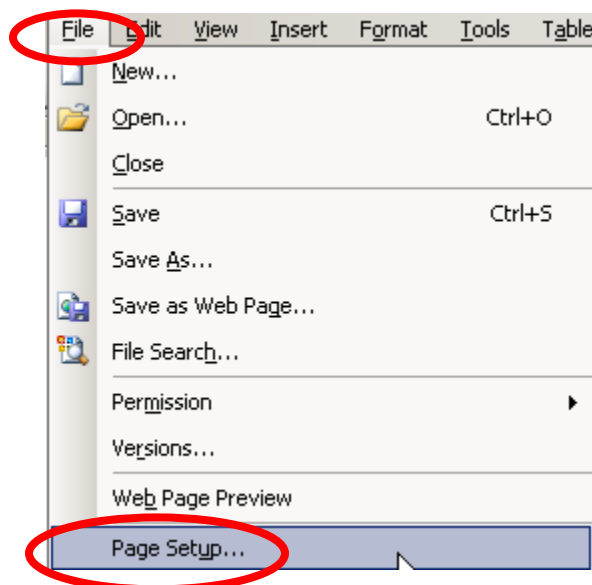
5. Ensure all margins are set to 0.25 and then click the **OK** button:
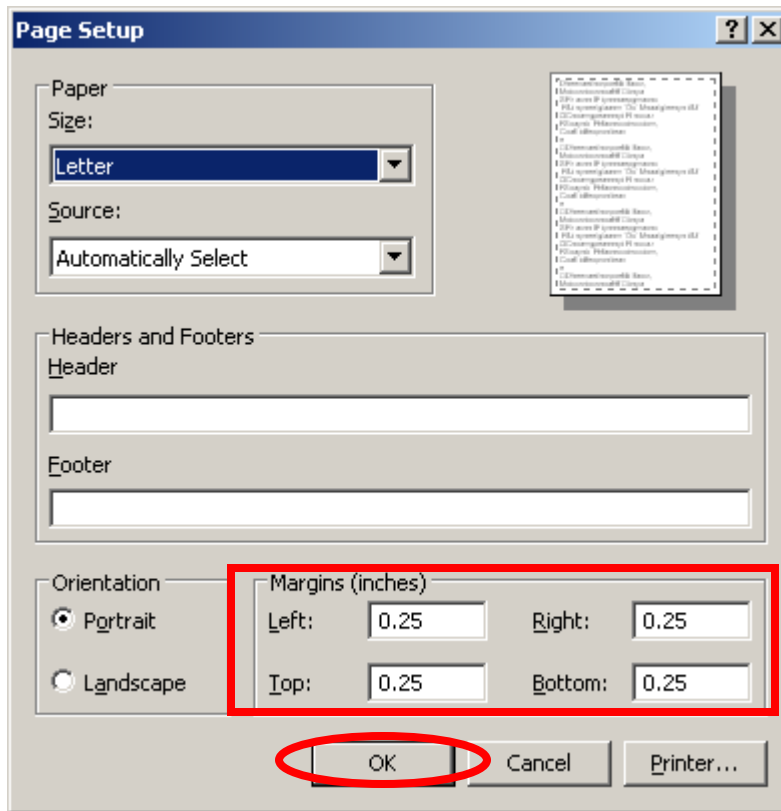


6. Once you've ensured the paycheck is printing to the correct printer click the **Print** button on the *Print* dialogue window: