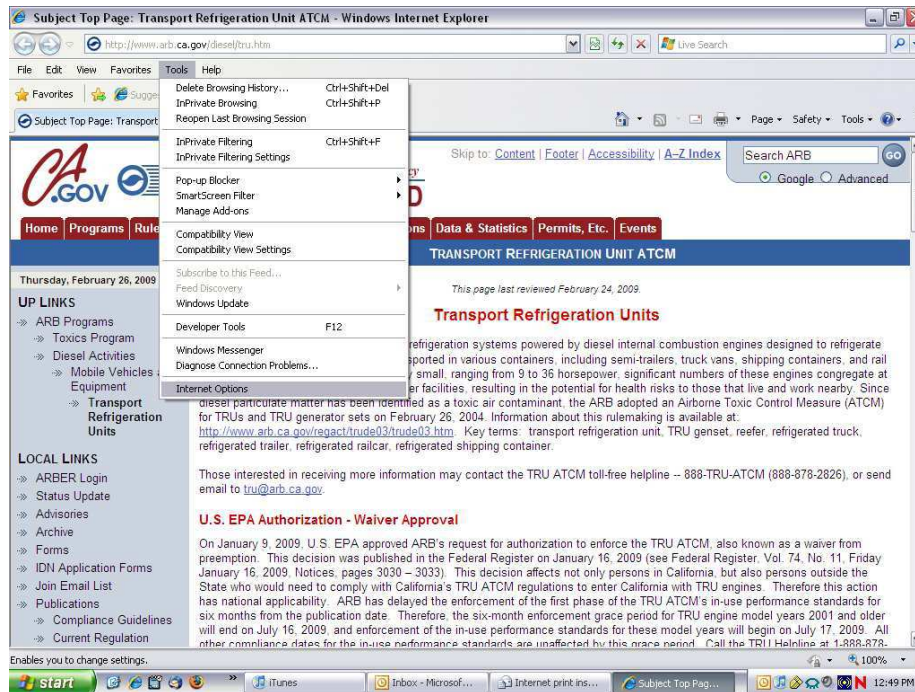
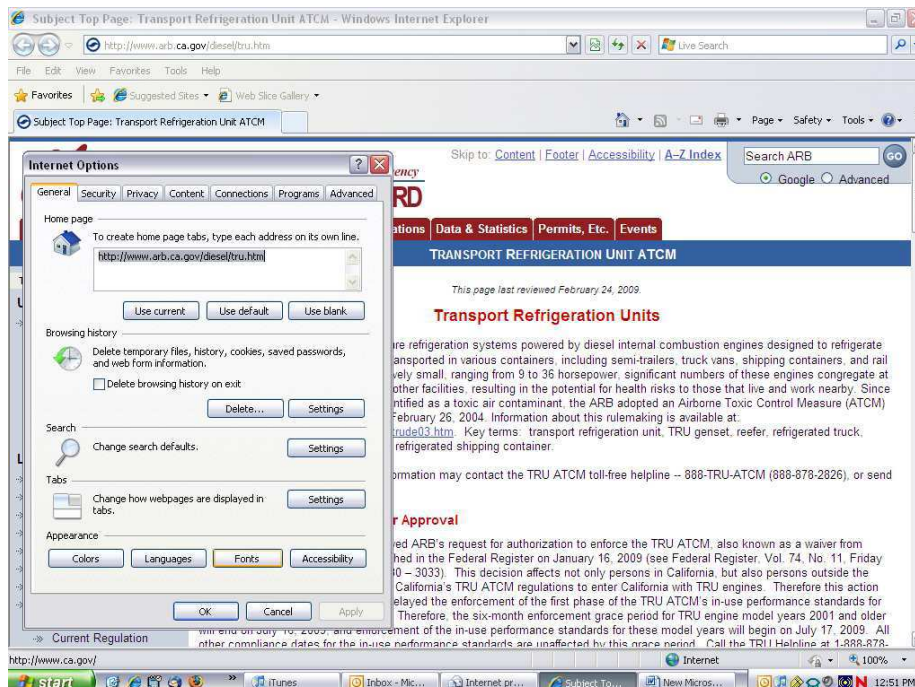


## Instructions for print settings on Internet Explorer

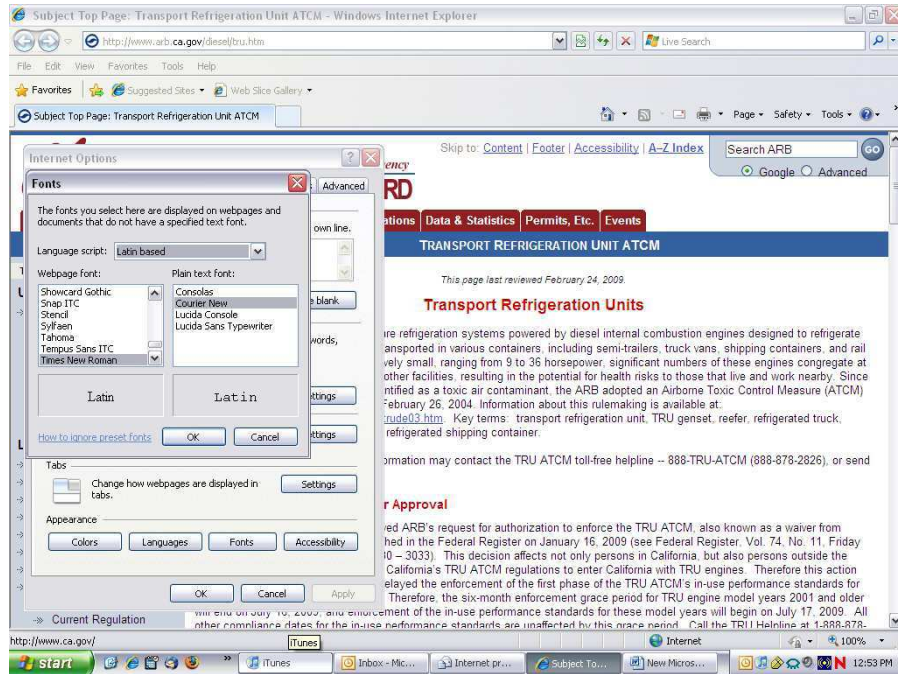
1. Open Internet Explorer
2. On the main toolbar, click on **tools**
3. At the bottom of the drop list, click on **Internet Options**



4. Under the General tab, click on **fonts**



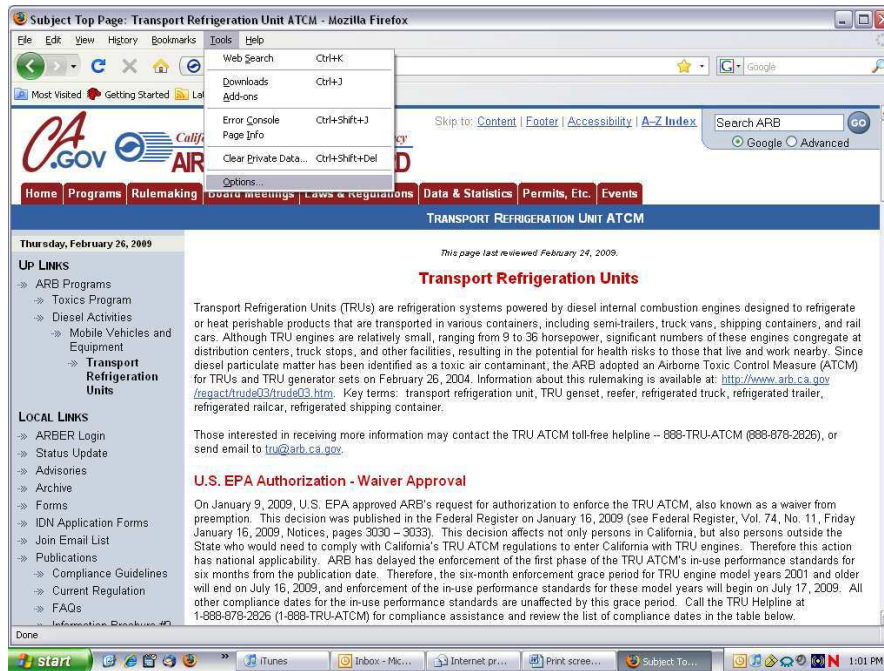
5. make sure settings are set to:
  - a. language script: **Latin-based**
  - b. Webpage font: **Times New Roman**
  - c. Plain text font: **Courier New**



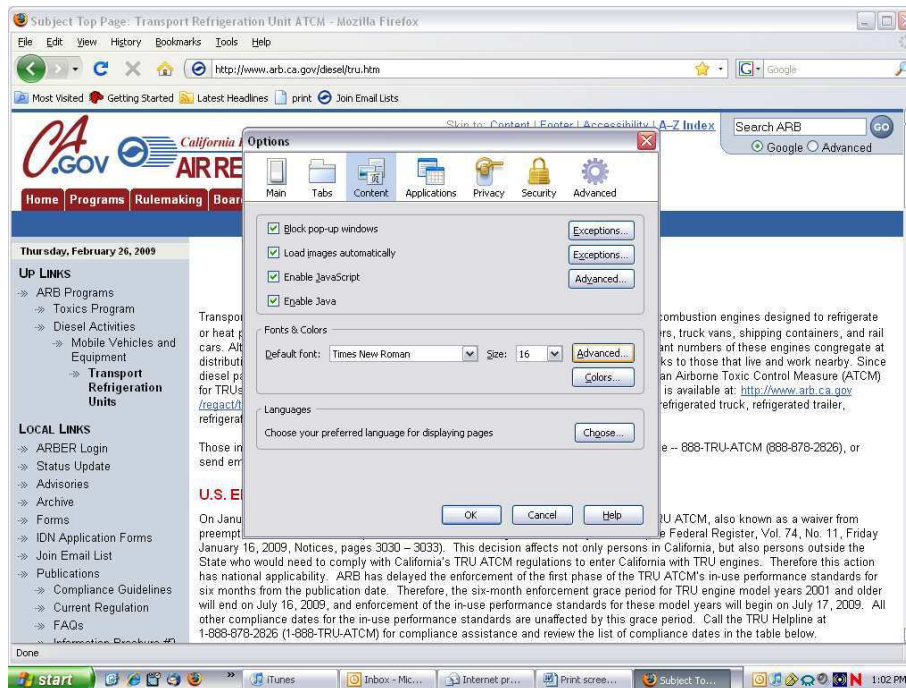
6. Click **OK**

## Instructions for print settings on Mozilla Firefox

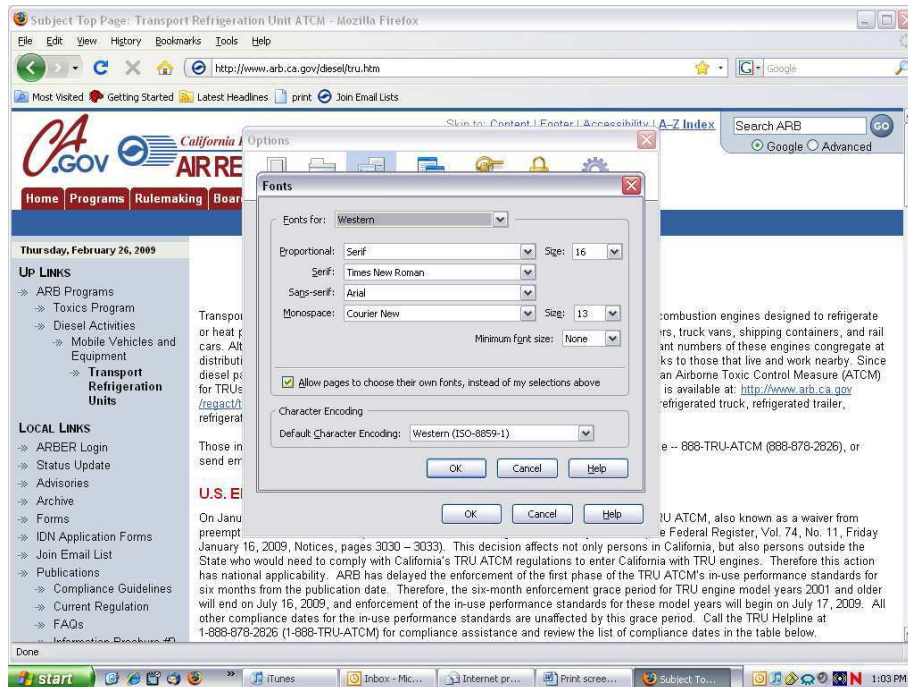
1. Open Mozilla Firefox
2. On the main toolbar click on **Tools**
3. Click on **Options** at the bottom of the drop down menu



4. Click on the **Content** tab at the top of the options menu



5. In the **fonts & colors** box, the settings should read as follows:
  - a. Default font: Times New Roman      Size: 16



6. Click on **Advanced** in the **fonts & Colors** box
7. Settings should be as follows:
  - a. Proportional: Serif      Size:16
  - b. Serif: Times New Roman
  - c. Sans serif: Arial
  - d. Monospace: Courier New      Size:13
  - e. Minimum font size: none
  - f. **Make sure the box is checked next to:** *Allow pages to choose their own fonts*
8. Click **OK** in the advanced window.
9. In the options window click **OK**.