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

![Image of Font Options](image)

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**.