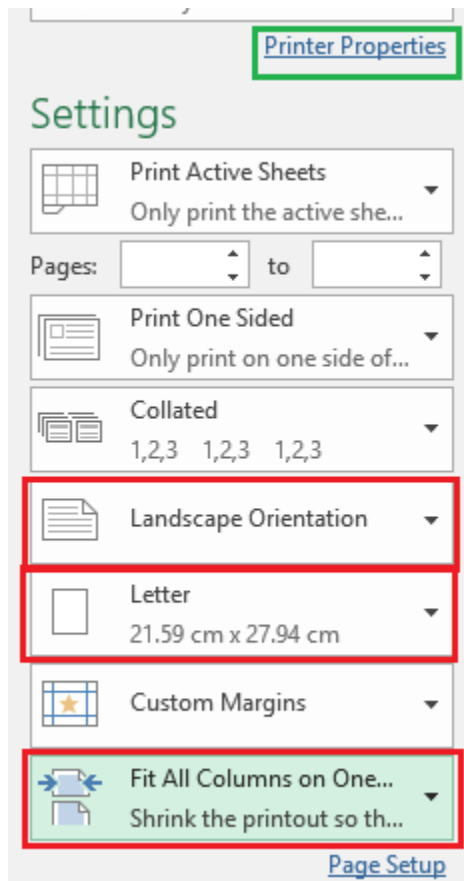


How to print Judges Lists on letter size paper

1) When printing from an Excel spreadsheet

Change the printer options

- Ensure that it is set at '**Landscape Orientation**'
- Change '**Legal**' to '**Letter**'
- Change '**No scaling**' to '**Fit All Columns on One Page**'



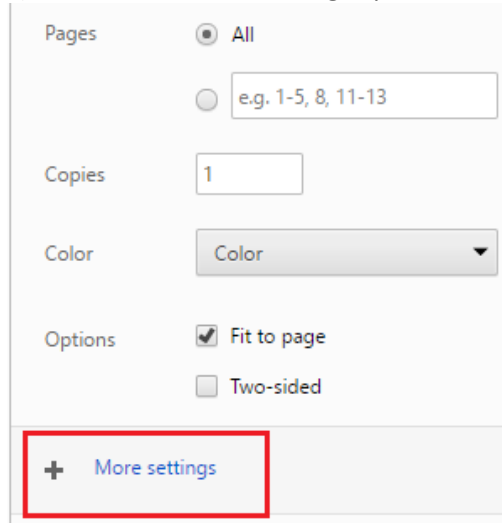
NOTE: To print in Black and White and not Colour

- Select '**Printer Properties**' at the top right
- Select the '**Paper/Quality**' tab
- Select the '**Black & White**' option

2) When printing from the Website (it is a pdf format)

Change the printer options

a) Select the **'More setting'** option



The screenshot shows a printer settings panel with the following options:

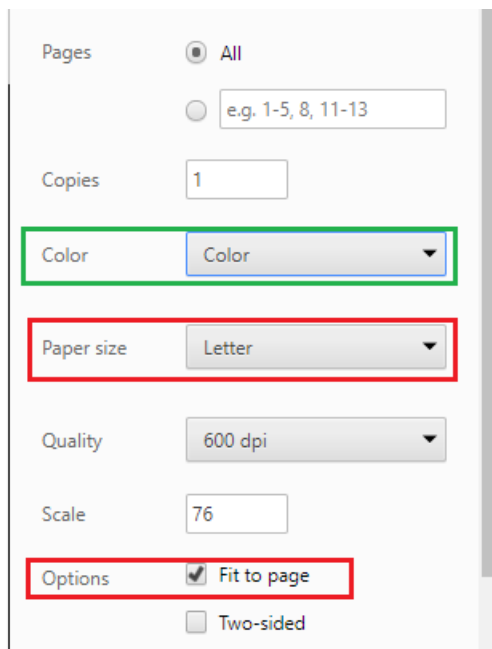
- Pages: All, e.g. 1-5, 8, 11-13
- Copies:
- Color:
- Options: Fit to page, Two-sided

A red box highlights the **+ More settings** button at the bottom left of the panel.

b) Change paper size to **'Letter'**

c) The spreadsheet is in Landscape format – the printer should default to that

d) Select **'Fit to Page'** option



The screenshot shows the same printer settings panel as above, but with additional options and highlights:

- Color: (highlighted with a green box)
- Paper size: (highlighted with a red box)
- Quality:
- Scale:
- Options: Fit to page (highlighted with a red box), Two-sided

Changing these settings should print the spreadsheet on letter size paper without cutting off any information.

Note: To print in Black & White and not Colour, change the **'Color'** option to **'Black and White'**.