



## Printing from a Web browser (i.e., Debarment List)

Printing webpages can be daunting at best. Especially if there is a lot of content. Here's a few tips to consider without having to change your printer settings.

### Web browser

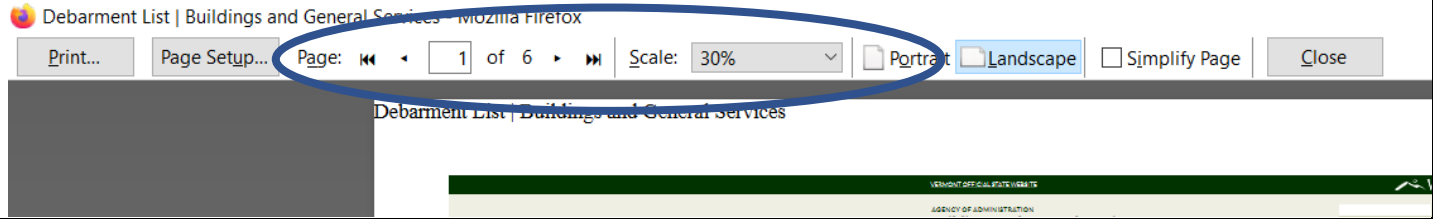
- Click on File of the web browser.
- Select Print Preview.

The screenshot shows a web browser window with the 'File' menu open. The 'Print Preview' option is circled in blue. The browser's address bar shows the URL 'https://bgs.vermont.gov/purchasing-contracting/debarment'. The website content includes the Vermont logo, 'VERMONT OFFICIAL STATE WEBSITE', 'AGENCY OF ADMINISTRATION Buildings and General Services', and a 'DEBARMENT LIST' heading. Navigation links like 'VERMONT.GOV', 'OUTLOOK ONLINE', 'STATE PHONE BOOK', and 'TRANSPARENCY' are visible at the bottom.

### As is, if you were to print this webpage, you have 21 pages.

The screenshot shows the browser's print preview window. The 'Page 1 of 21' text is circled in blue. The print preview shows the same website content as the previous screenshot, including the Vermont logo, 'VERMONT OFFICIAL STATE WEBSITE', 'AGENCY OF ADMINISTRATION Buildings and General Services', and 'DEBARMENT LIST'. The print preview window includes options for 'Print...', 'Page Setup...', 'Scale: 100%', 'Portrait/Landscape', 'Simplify Page', and 'Close'.

### Change the Scale from 100% to 30% (you can either select from the dropdown menu or write in 30)



- You have now reduced the number of pages to 6.
- Choose whatever percentage that works for the desired outcome.

#### Click Print

- You can choose your printer.
- Recommendation: Print to Adobe PDF and then print the pages. This allows you to see the outcome before printing to a regular printer if you require hard copies.