How to Remove the Header and Footer from Printouts in Web Browsers

Often times, patrons print pages they don't want and then don't want to pay for them. This happens a lot, for instance, when printing from the Internet. They think they are printing only one page but to their surprise and our aggravation, several pages emerge from the printer. For this reason, we put the computer number in the footer of all printouts.

Very very rarely, a patron will ask if the computer number in the footer can be removed. They might be printing something for school or a resume. Here is how:

Internet Explorer

1. Click the "Print Preview" button in the Command Bar.



2. Click this button in the toolbar at the top:

Ø Print Preview	
a 🖪 🖎 🔅 [📔 🖾 1 Page View 🗸 Shrink To Fit 🗸
	Turn headers and footers on or off (Alt+E)

3. Proceed with printing the page.

Firefox

There's no easy way to do it in Firefox besides going into the settings and manually clearing out the header/footer.

1. On the Print Preview screen, click the "Page Setup" button in the top-left.



2. Click on the "Margins & Header/Footer" tab.

3. In the "Headers & Footers" section, change all of the drop-downs to "blank".

Pag	e Setup					\times	
Foi	mat & Options	; M	argins & Head	der/F	ooter		
	Margins (inches)						
<u>L</u> eft: 0.5 <u>B</u> ottom: 0.5							
	Headers & Foo	oters	5				
	Title	\sim	blank	\sim	URL	\sim	
	Left:		Center:		Right:		
	Page # of #	\sim	Custom	\sim	Date/Time	\sim	
				OK	Cano	el	

4. Note that these settings are saved between prints, so you will have to either restore the settings manually or reboot the computer to restore them.

Chrome

1. On the Print screen, click "More Settings"

Print Total: 1 sheet	of paper
	Print Cano
Destination	HP LaserJet P4014n
Pages	 All e.g. 1-5, 8, 11-13
Copies	1
Layout	Portrait
Color	Black and white
+ More set	tings Jhy
Print using sys	tem dialog (Ctrl+Shift+P)

2. Uncheck "Headers and Footers".

Scale	100
Option	Headers and footers Background graphics
— Fewer	settings
Print using	system dialog (Ctrl+Shift+P)