

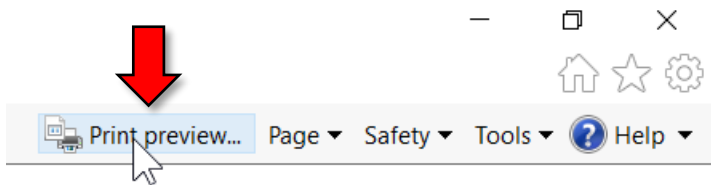
## How to Remove the Header and Footer from Printouts in Web Browsers

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.

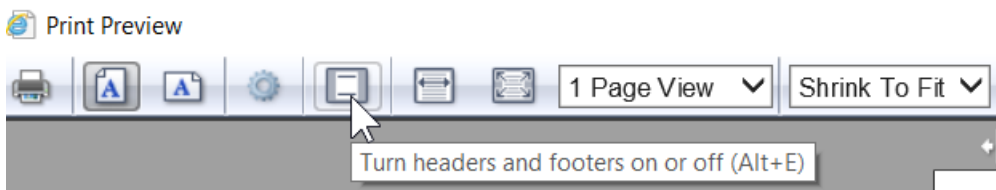
Very very rarely, a patron will ask if the computer number in the footer can be removed. They might be printing something for school or a resume. Here is how:

### Internet Explorer

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



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

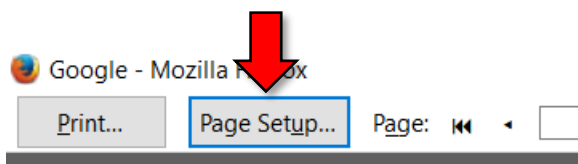


3. Proceed with printing the page.

### Firefox

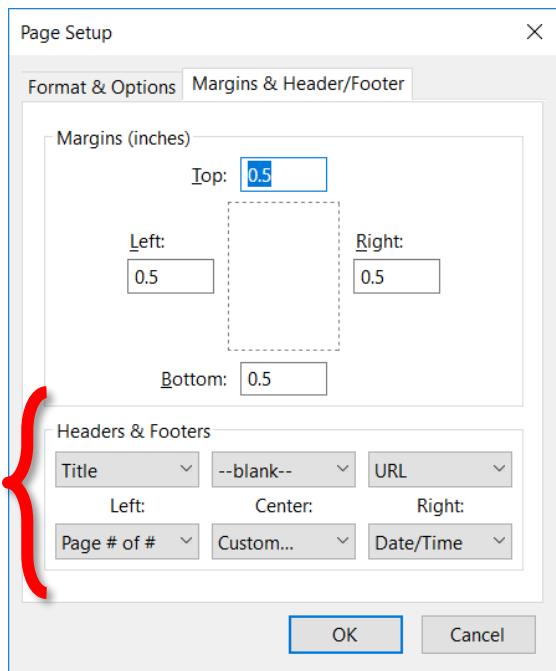
There's no easy way to do it in Firefox besides going into the settings and manually clearing out the header/footer.

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



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

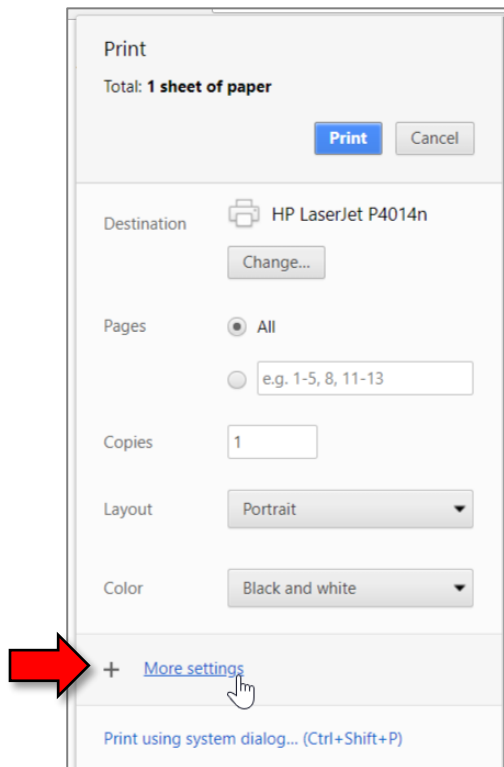
3. In the “Headers & Footers” section, change all of the drop-downs to “blank”.



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”



2. Uncheck “Headers and Footers”.

