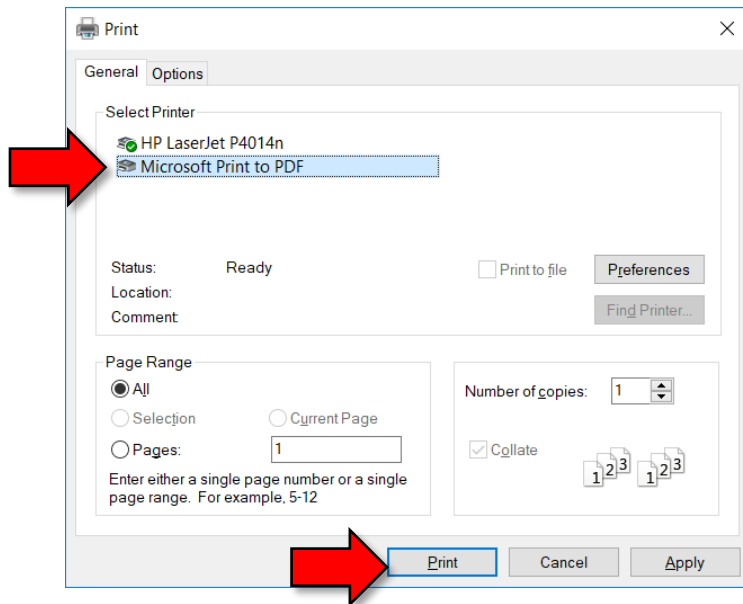


How to Preview a Print when "Print Preview" does not work

Sometimes it is not possible to "Print Preview" a web page before printing it. This can happen if the Print Preview window locks up or if the patron wants to print the contents of a popup window. However, it is still possible to preview the printout by "printing" to a PDF file.

1. Print the web page as if you were sending it to the printer. If you don't see print button anywhere, press **Ctrl+P**.
2. In the "Print" dialog, in the "Select Printer" section, select "**Microsoft Print to PDF**" and click "**Print**". This sends the printed pages to a **PDF file** instead of the printer.



3. After a few moments, a "Save As" dialog will appear. Select the "Temporary Patron Drive" if it's not already selected, type a file name, and click "Save".
4. Open the Temporary Patron Drive in File Explorer, and double click on the PDF file to open it.
5. If you are happy with the way the PDF looks, print the PDF file.
6. Close the PDF file and delete it.

Warning: The web browser retains the previously selected printer. So, the next time a patron tries to print from the web browser, it will default to the PDF printer.