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.

Select Printer	
Service HP LaserJet P4014n Microsoft Print to PDF	
Status: Ready Location: Comment	Print to file Preference: Fin <u>d</u> Printer.
Page Range () Ali	Number of <u>c</u> opies: 1
Selection Current Page Pages: 1 Enter either a single page number or a single page range. For example, 5-12	Collate

- 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.