

PRINTER TEST PAGE - 8.5 X 14

Thank you for using the Printer Test Page for Stevens-Ness electronic forms. Please follow these steps to confirm that your printer will print our electronic forms successfully:

1. Verify that your printer can load and print on 8.5 x 14 (legal size) paper, that you have this size of paper loaded, and that you know how to instruct your printer to use this paper size (which tray to specify, etc.).

2. Prepare to print this document; in most cases this means you should choose "Print" from the File menu.

This will open a dialog box containing several options and a "Print" button.

3. BEFORE you click the "Print" button, please make sure that any options related to scaling the printout (Page Scaling, Fit to Page, Fit to Printable Area, Shrink to Printable Area, etc.) are turned **OFF**.

4. Click the "Print" button.

5. When printing is complete, check the printed output for the lines and text you see at the margins of this document.

If all of these items appear in your printout – along the top, bottom, left and right, with no clipping – you should be able to print the electronic forms successfully.

However, if any portions of these items do not appear in your printout, your printer may not be capable of printing our electronic forms successfully. Printing under these conditions may result in forms that are unusable and/or invalid. We do **not** recommend that you try any scaling or other page reduction options to force the material to fit on the page – in many cases this may render the form unusable.

You may wish to try another printer; newer inkjet printers tend to have better capabilities for printing close to the page edges.

Please note that Stevens-Ness cannot provide refunds for problems arising from incompatible printers or incorrect print settings.



Stevens-Ness

916 SW 4th Avenue Portland, Oregon 97204-2092

503-223-3137 503-294-6008 fax www.stevensness.com

Legal Forms ▪ *Office Supplies & Furniture* ▪ *Legal Briefs*