

### *Printing Instructions for the Web Based W-2 Reprint Form*

Different Web browser settings can affect the appearance of a printed Web document. The following general guidelines are provided to help achieve the best print results.

There are two main considerations for a Web document print set-up:

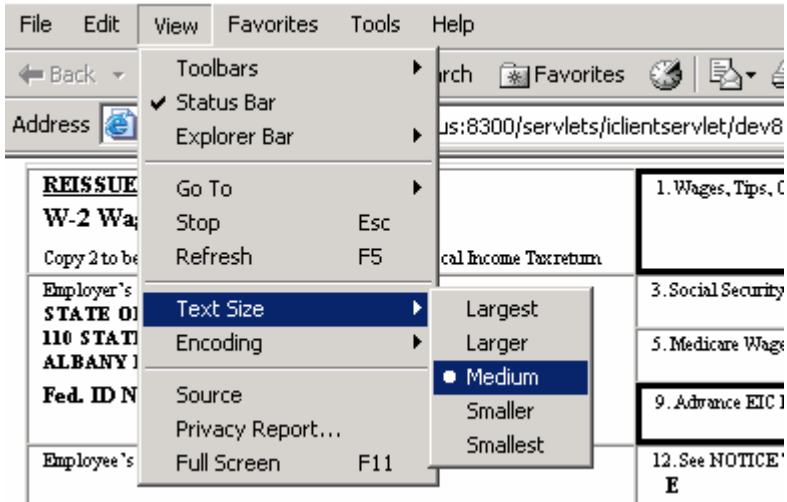
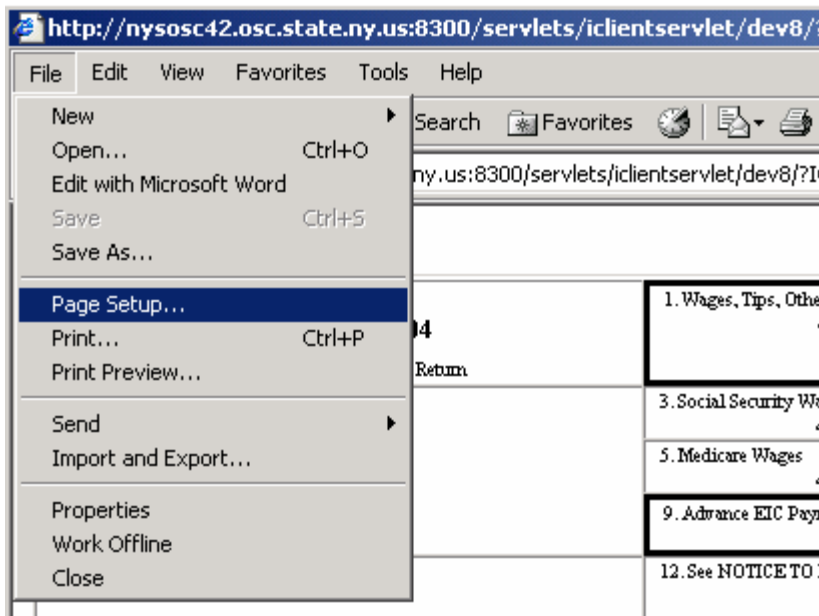
1. **The browser that is being used.** The W-2 Reprint Web page was developed and tested on Internet Explorer, version 6.0 and Netscape, version 7.2. Users of other browsers/versions may see some slight differences in their output.
2. **The printer Page Setup settings for the browser.** There are two considerations that vary between browsers:
  - **Headers & Footers.** Internet Explorer defaults to printing headers & footers while Netscape defaults to no headers & footers. For the W-2 Reprint Form, headers & footers are **not** desired.
  - **Page Margin settings.** Left & Right margin settings in either browser are not an issue unless they have been changed significantly from their defaults. Top & Bottom margins will have a major impact on the appearance of the printed document.

The W-2 Reprint Web document is designed to print the first three (3) forms under one another on one page, and the fourth form followed by the "*Notice to Employees*" on page two. To achieve this, you should:

1. **Have the browser text size set to MEDIUM**
2. **Insure the printer Page Settings are for NO Headers/Footers**
3. **Have Page Setting Margins set to:**

Internet Explorer:	0.6 inch top and bottom
Netscape:	0.3 inch top and bottom
Other browsers:	Start with 0.5 inch and adjust as needed

Use Print Preview to check the effects of any adjustments as they are made.

*Internet Explorer v. 6.0 Set-Up***Step 1:** Set text size to Medium**Step 2:** Go to Page Setup (**File -> Page Setup**)

The following panel will open. You should:

- Note or save the entries that appear in the Header and Footer windows (you may want to reset them after printing the W-2s).
- Clear the entries in the Header and Footer windows.
- Change the Top and Bottom Margin values to 0.6 (inches).

1. Wages, Tips, Other Compensation <b>30,592.71</b>	2. Federal Income Tax Withheld <b>2,961.46</b>
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**Page Setup** [?] [X]

Paper Size: Letter [v]  
 Source: Automatically Select [v]

Headers and Footers  
 Header: &w&bPage &p of &P  
 Footer: &u&b&d

Orientation:  Portrait  Landscape

Margins (inches):  
 Left: 0.5 Right: 0.5  
 Top: 0.6 Bottom: 0.6

OK Cancel Printer...

12. See NOTICE TO EMPLOYEE	14. Other
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After the changes are made, the panel should look like this:

1. Wages, Tips, Other Compensation <b>30,592.71</b>	2. Federal Income Tax Withheld <b>2,961.46</b>
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**Page Setup** [?] [X]

Paper Size: Letter [v]  
 Source: Automatically Select [v]

Headers and Footers  
 Header:   
 Footer:

Orientation:  Portrait  Landscape

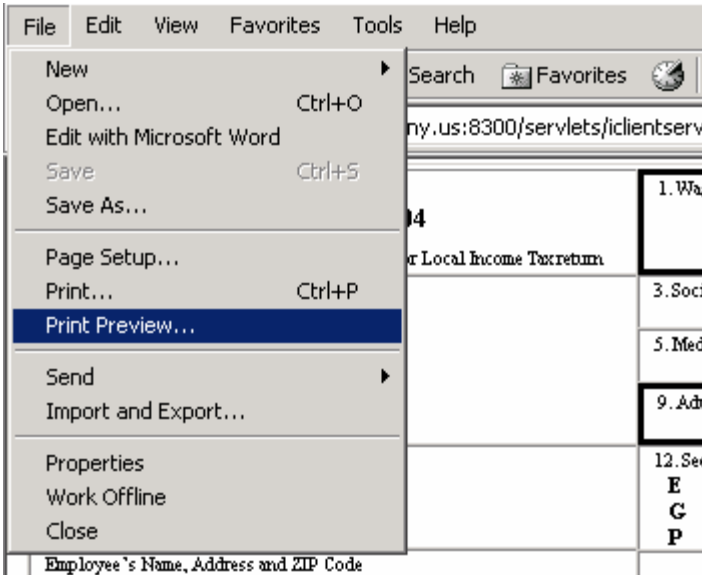
Margins (inches):  
 Left: 0.5 Right: 0.5  
 Top: 0.6 Bottom: 0.6

OK Cancel Printer...

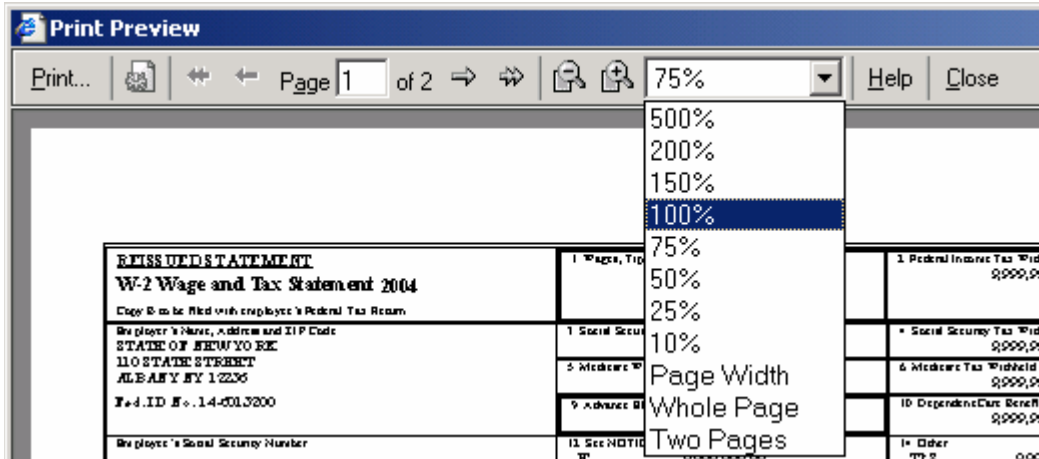
12. See NOTICE TO EMPLOYEE	14. Other <b>414H 960.48</b>
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- Click the OK button

**Step 3:** Check Print Preview.



You should use the 100% setting to preview the document. Using a smaller scale may hide some of the detail.

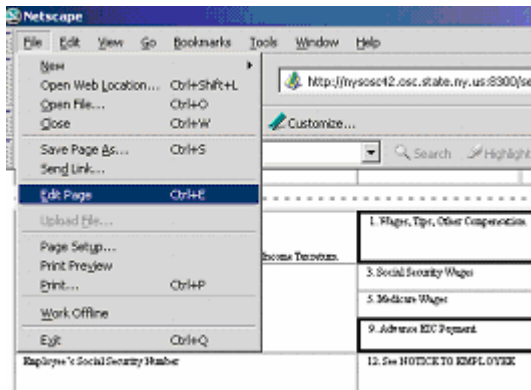


Make sure the document prints on two pages and breaks cleanly after the third W-2 (Copy D for Employer).

If there is a problem, adjusting the Top and Bottom margins should allow the forms to appear correctly on two pages.

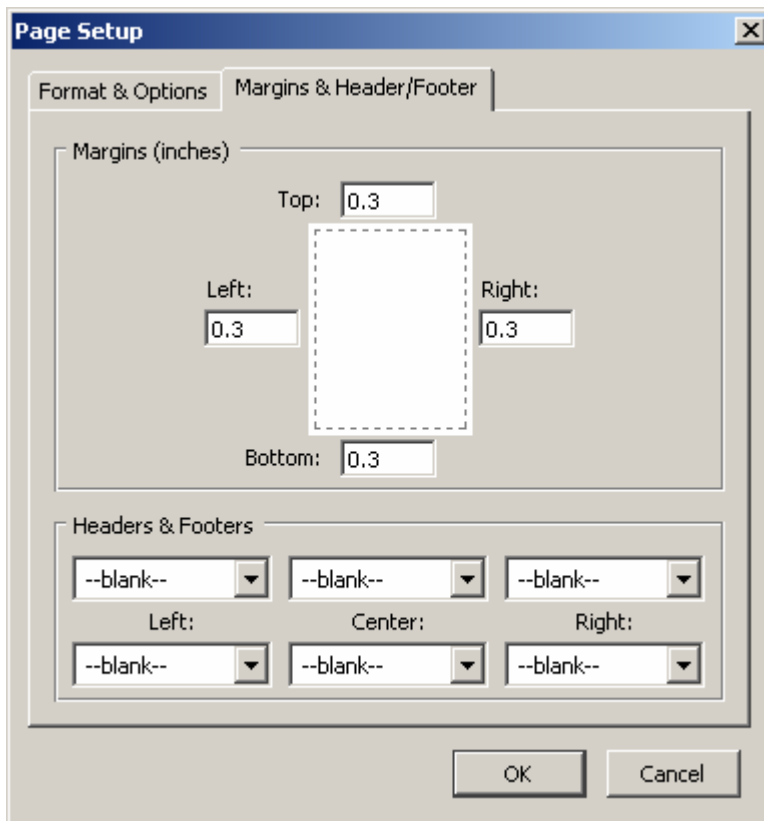
### *Netscape v. 7.2 Set-Up*

#### **Step 1:** Go to Page Setup (**File -> Page Setup**)



The following panel will open. Select the **Margins & Header/Footer** tab and:

- Note or save the entries that appear in the Header and Footer windows (you may want to reset them after printing the W-2s).
- Clear the entries in the Header and Footer windows.
- Change the Top and Bottom Margin values to 0.3 (inches).



**Step 2:** Check Print Preview. Use the same technique as with Internet Explorer.