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 <u>MEDIUM</u>**
2. **Insure the printer Page Settings are for <u>NO Headers/Footers</u>**
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 <u>Print Preview</u> to check the effects of any adjustments as they are made.

Internet Explorer v. 6.0 Set-Up

Step 1: Set text size to <u>Medium</u>
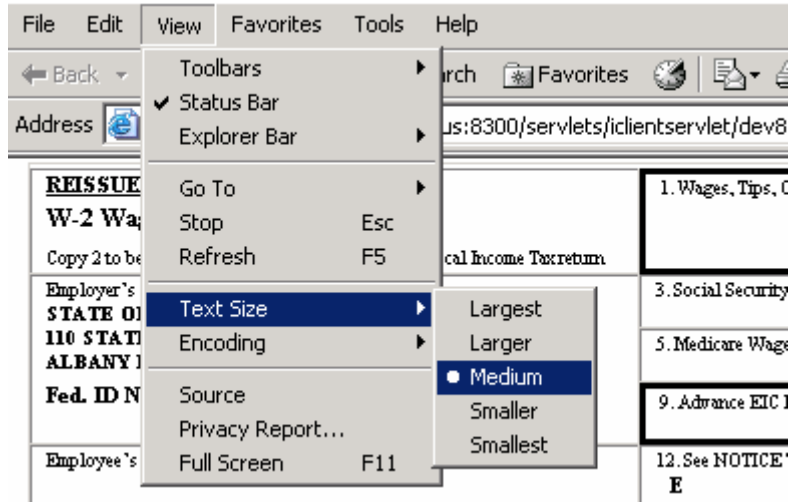
Step 2: Go to Page Setup (**File -> Page Setup)**
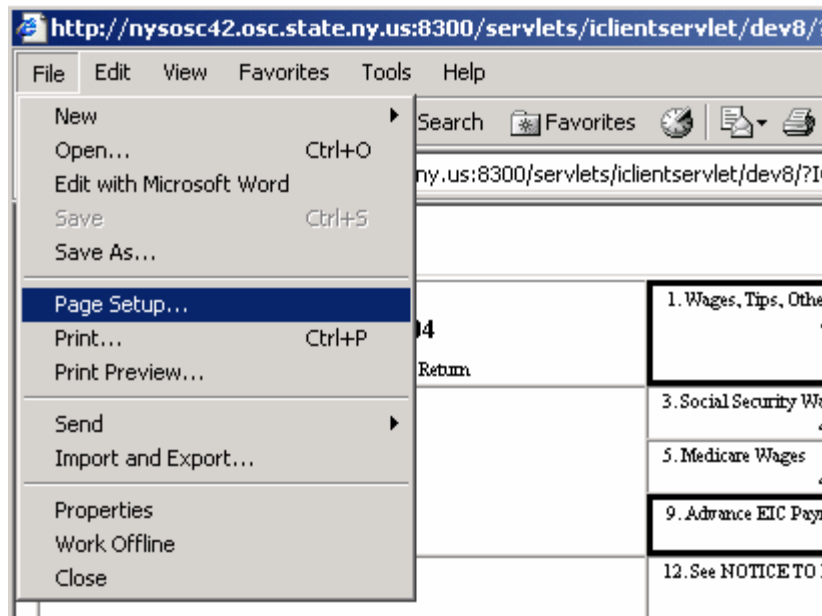
The following panel will open. You should:
- Note or save the entries that appear in the Header and Footer windows (you may want to reset them after printing the W-2s).
- Clear the entries in the Header and Footer windows.
- Change the Top and Bottom Margin values to 0.6 (inches).

1. Wages, Tips, Other Compensation	2. Federal Income Tax Withheld
30,592.71	2,961.46

Page Setup ? X

Paper
Size:
Letter ▼
Source:
Automatically Select ▼

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

Orientation   Margins (inches)
◉ Portrait   Left: 0.5   Right: 0.5
○ Landscape   Top: 0.6   Bottom: 0.6

OK   Cancel   Printer...

12. See NOTICE TO EMPLOYEE   14. Other

After the changes are made, the panel should look like this:

1. Wages, Tips, Other Compensation	2. Federal Income Tax Withheld
30,592.71	2,961.46

Page Setup ? X

Paper
Size:
Letter ▼
Source:
Automatically Select ▼

Headers and Footers
Header

Footer

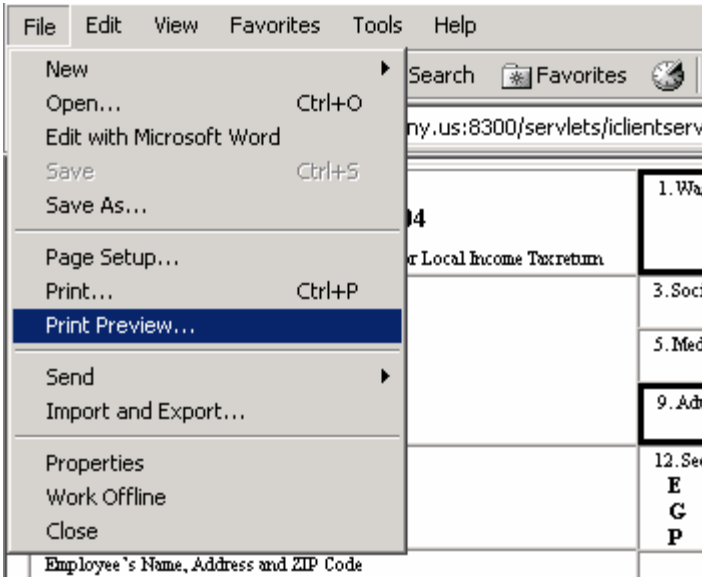Orientation   Margins (inches)
◉ Portrait   Left: 0.5   Right: 0.5
○ Landscape   Top: 0.6   Bottom: 0.6

OK   Cancel   Printer...

12. See NOTICE TO EMPLOYEE   14. Other
                                     414H   960.48

- **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.
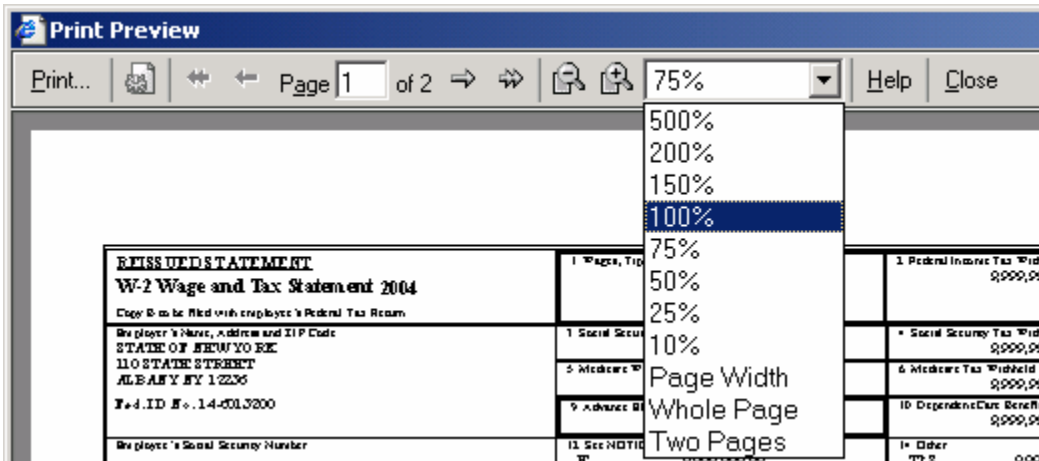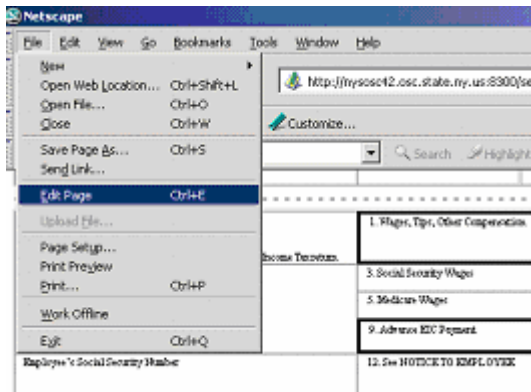

Make sure the document prints on two pages and breaks cleanly after the third W-2 (Copy D for Employer).

If there is a problem, adjusting the Top and Bottom margins should allow the forms to appear correctly on two pages.
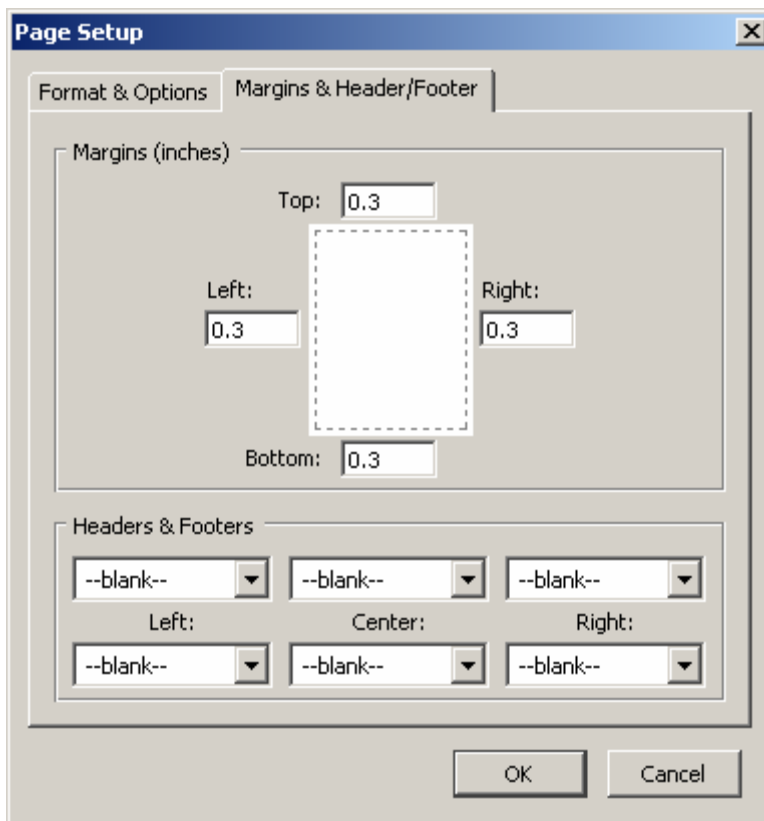
Netscape v. 7.2 Set-Up

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.