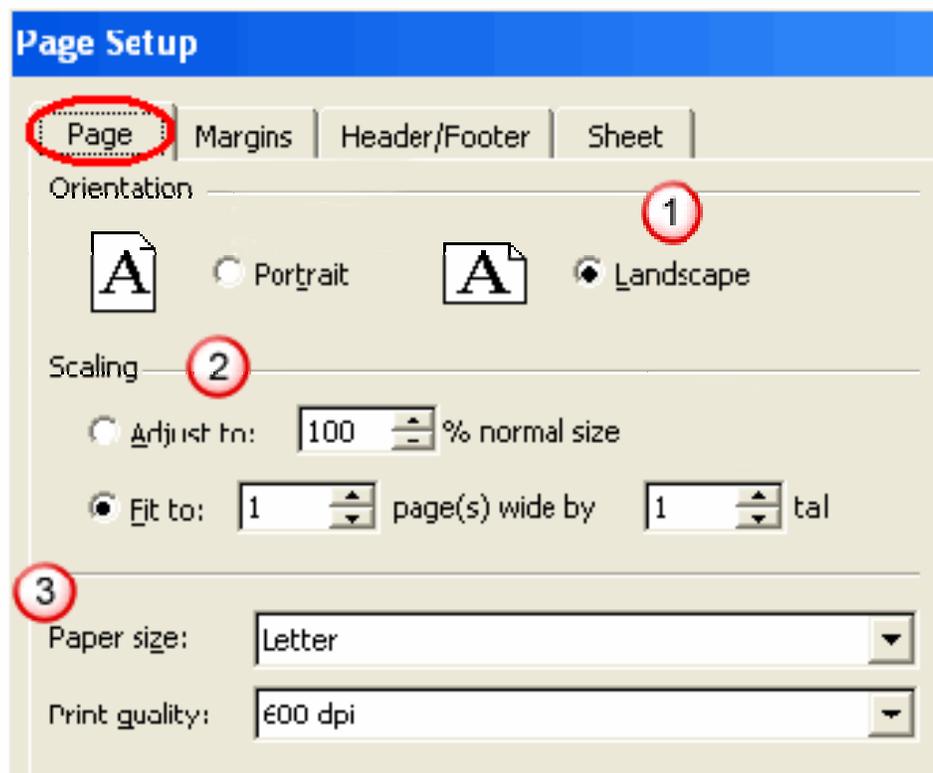


# How do I print my Time Report on one page?

Many staff has asked "How do I print my Time Report on one page?" The following information answers that question:

In the "File" menu, select "Page Setup" (this can also be done from print preview - click the "Setup" button). In the page setup there are four tabs - select the "Page" tab.

1. Under "Orientation" select "Landscape"
2. Under "Scaling" select "Fit to: 1 page(s) wide by 1 tall"
3. Under "Paper size" select "Letter"



If you are still having difficulty printing the Time Report on one page, please contact Staci Cain at (916) 323-6573 or via email at [scain@arb.ca.gov](mailto:scain@arb.ca.gov).