
Printing Tip for Banner Self-Service

Question: Sometimes when I print using Banner Self-Service I only get **one page**, and the printout includes myCuesta icons and links not related to the document. This happens when printing my pay stub, class rosters, student records, etc.

How can I print the document, the *whole* document and nothing but the document?

Answer: It's true that some browsers have problems printing web pages with frames, including documents accessed via Banner Self-Service.

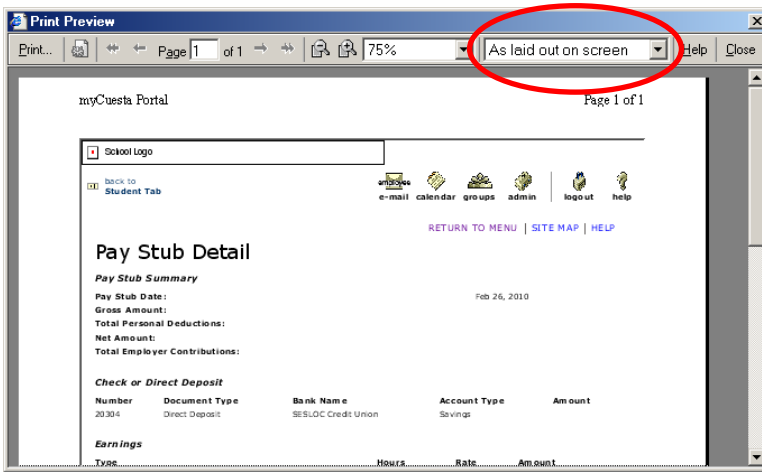
Fortunately there's an easy work-around:

1. Locate the **My Web Services** channel in myCuesta.

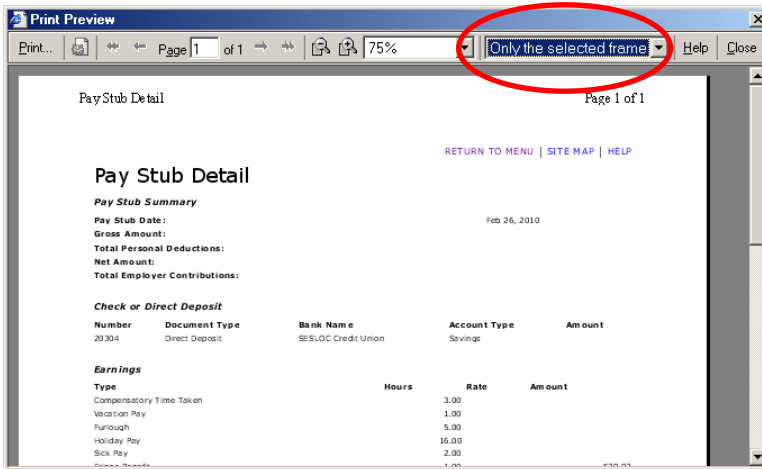


2. Using Banner Self-Service, access the desired document (Pay Stub, Class Roster, Leave Balances, etc.)
3. Depending on browser, do one of the following...

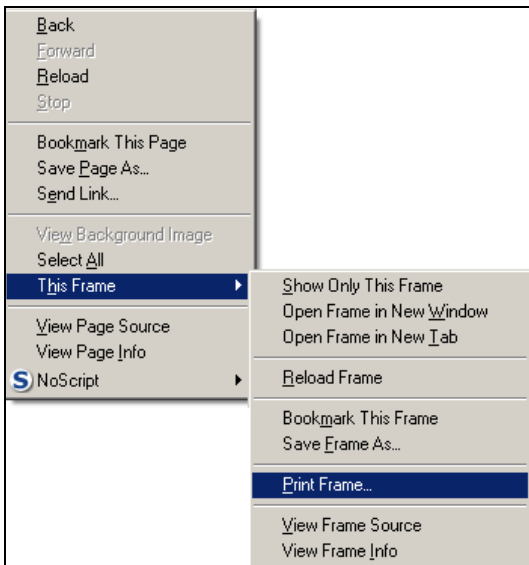
Internet Explorer	Firefox
<p>a. Select File > Print Preview. <i>The Print Preview window will appear.</i></p> <p>b. Click the dropdown arrow to the right of "As laid out on screen". <i>A list of frame selections will appear. (Figure 1)</i></p> <p>c. Choose "Only the selected frame". <i>(Figure 2)</i></p> <p>d. Click the Print... button. <i>The Print dialog will appear.</i></p> <p>e. Click the Print button. <i>The document will print.</i></p>	<p>a. Right-click on the document. <i>A shortcut menu will appear.</i></p> <p>b. Select This frame > Print frame... <i>The Print dialog will appear. (Figure 3)</i></p> <p>c. Click the OK button. <i>The document will print.</i></p>



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