

Browser Settings for Matrix™ Printing

Property reports in Matrix™ are designed to print all information contained in each field on the report, using as much paper as necessary to print out all the data. This means that some listings will print on one page, others on two pages, and in some cases, such as the “Agent Full w/ Photos” option, even three- or four-page long reports are possible.

When you select to **Print**, choose the **Agent One Page Full** option. The Agent One Page Full will print the listing on a single sheet of paper, but some of the information on the listing may be truncated. Use this option when a “not quite full” report will be acceptable.

When you need to make sure all information on the listing is going to print, follow the instructions below for your browser to ensure you are using the least amount of paper.

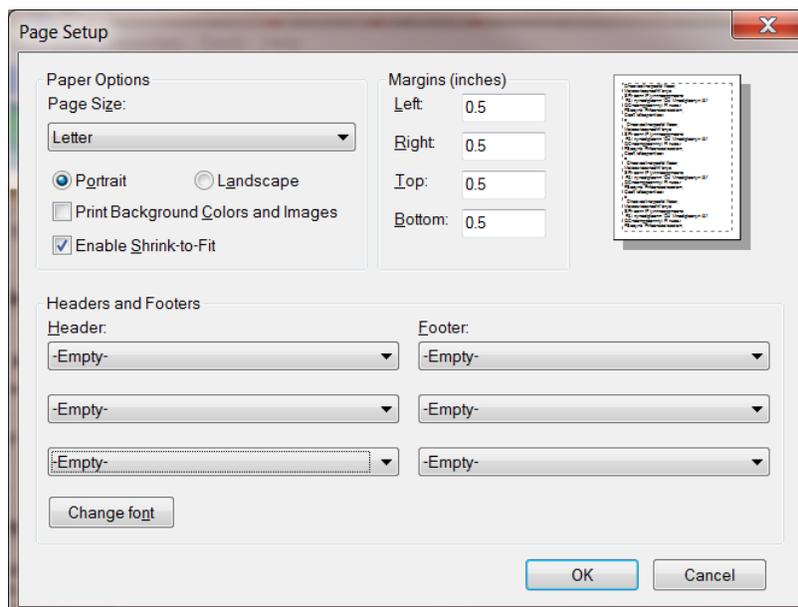
Setting up your browser to print from Matrix™ - Internet Explorer:

Open Internet Explorer. At the top-left corner of Internet Explorer, just below the “Back” arrow, click the **File** menu. If you do not see a “File” menu, press Alt+F on your keyboard to open it instead. In the menu, click **Page Setup**.

On the Page Setup window, check the box to “Enable Shrink-to-Fit.”

⚠ Note: The “Enable Shrink-to-Fit” option may cause “Single line” reports to print in very small text, so if you print this style of report often you may want to leave this option turned off, or turn it on and turn it off as you need it.

In the “Margins” area of this window, change all four options (Left, right, top and bottom) to “0.5.” In the “Headers and Footers” section, select the option that says “-Empty-” in *all six* dropdown boxes. Selecting this option for every box disables the Internet Explorer headers and footers. Leaving even one of them with any other selection leaves both areas active. Click “OK” when you are done.

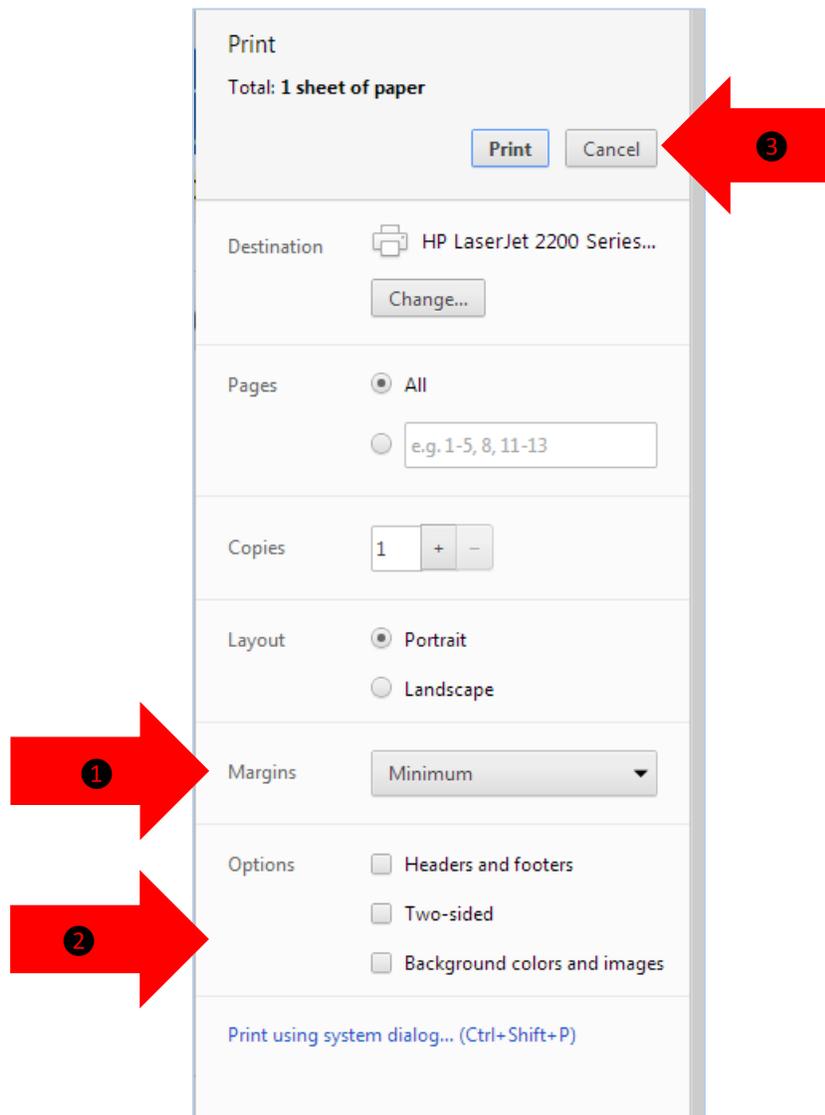


Setting up your browser to print from Matrix™ - Google Chrome:



Open Chrome. Click the button with the **three horizontal lines** on it that is at the top right of your screen. Click **Print**.

On the left side of the Print screen, **1** look for the “Margins” section, and select “Minimum” from the drop-down list. **2** Next un-check the box for “Headers and Footers” in the “Options” section directly below where you changed the margins. **3** Now, at the top left of the window, click the “Cancel” button. (Yes, “Cancel.” Chrome will save the print settings even if you don’t print anything.)

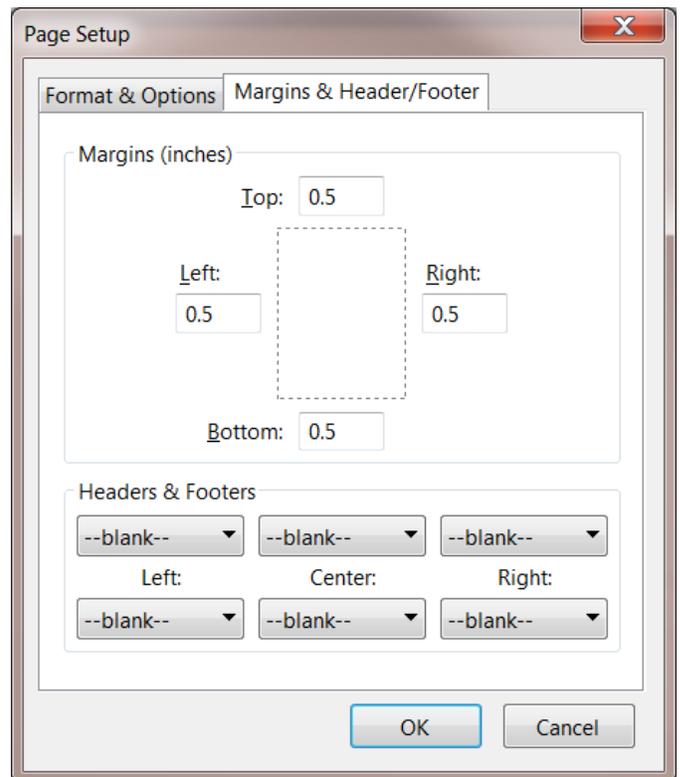
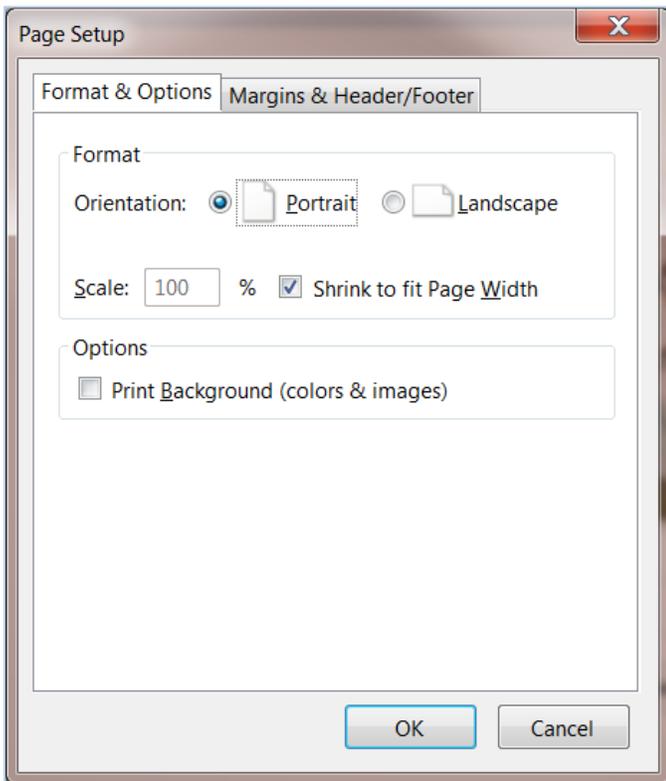


Setting up your browser to print from Matrix™ - Mozilla Firefox:

Open Firefox. At the top left of your screen, you may see either an orange tab that says “Firefox,” or a menu bar that says “File, Edit, View, History, etc.”

- If you see the menu bar, click **File**, then click **Page Setup**.
- If you see the orange “Firefox” tab, click on it, hold your mouse over “Print” (but do not click), then click “Page Setup” in the menu that appears to the right.

In the Page Setup window, on the “Format & Options” tab, check the box to “Shrink to fit Page Width” (see the  **Note** in the Internet Explorer section about this option). At the top of the window, click the “Margins & Header/Footer” tab. Set all four margins (Top, Bottom, Left and Right) to 0.5. In the “Headers & Footers” section, select the “--blank--” option in *all six* drop down boxes. Leaving even one of them with any other selection leaves both areas active. Click “OK” when you are done.

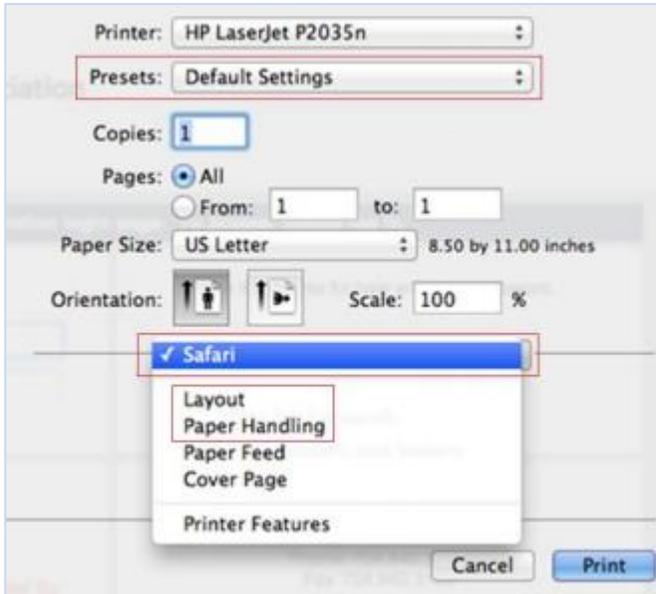


Setting up your browser to print from Matrix™ - Safari:

Safari on a Mac

Open Safari. At the top left of your screen, click **File** then click **Print**

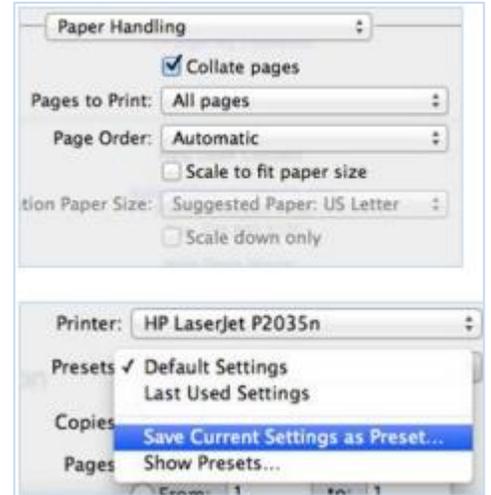
- In the Print window there are several options. Just below the Orientation and Scale options you can click Safari and you will have several options to adjust



Click "Layout" – Make sure the "Border" option selected is "none"

Click "Paper Handling" – Make sure "Scale to fit paper size" is selected

Click "Presets" then click "Save Current Settings as Preset", click the "Cancel" button. (Yes, "Cancel." Safari will save the print settings even if you don't print anything.)



Safari on a PC

Open Safari. At the top left of your screen, click **File**, then click **Page Setup**

Unfortunately there is not option for "Fit to Page" but you can adjust your margins. We recommend you adjust your margins to 0.5 inches and click ok.

