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

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