



MDSS Form Printing Tips For MDSS Version 4.0 March 2013



New Case Report Forms

MDSS v 4.0 features new case report forms that are no longer based on an Adobe PDF format. Because of this change, the forms will look and print differently. Below are some tips that can offer options that may make printouts easier to read. The tips are designed for Internet Explorer 8.

Background Colors

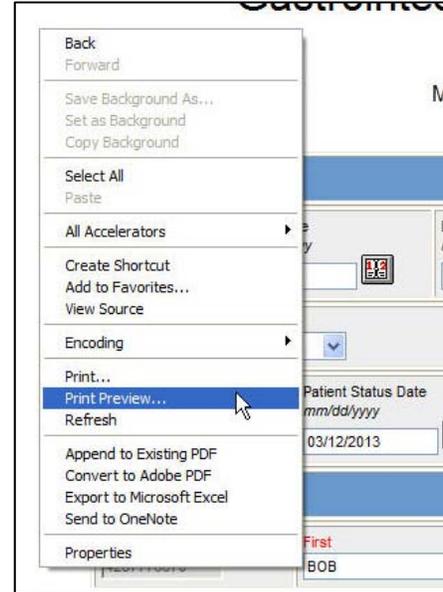
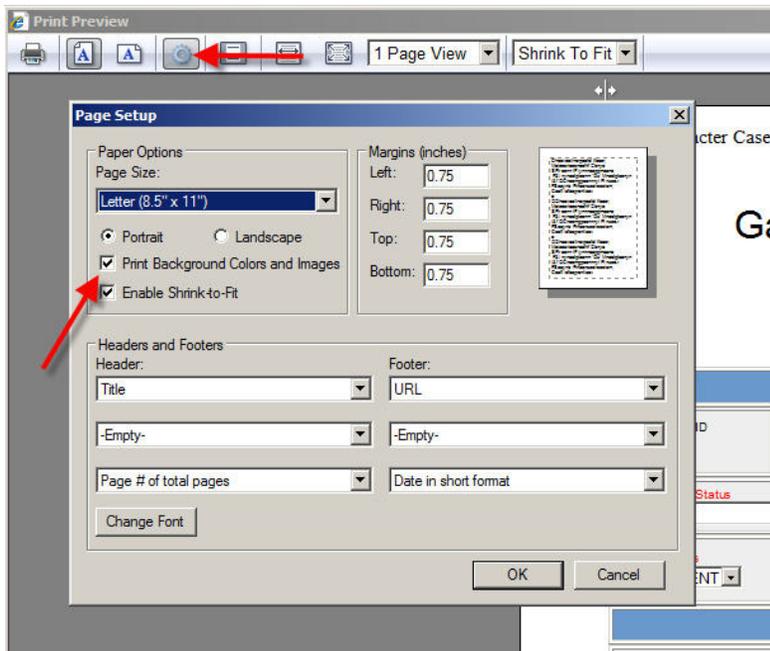
Internet Explorer offers the ability to enable or disable background colors in order to conserve ink or toner when printing. This setting will determine whether the new forms print with a shaded background or just the table outlines, as shown below.

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Changing the Background Color Settings

To change the background color setting, first enter a form. Once the form is open, right click on an open area and choose Print Preview.

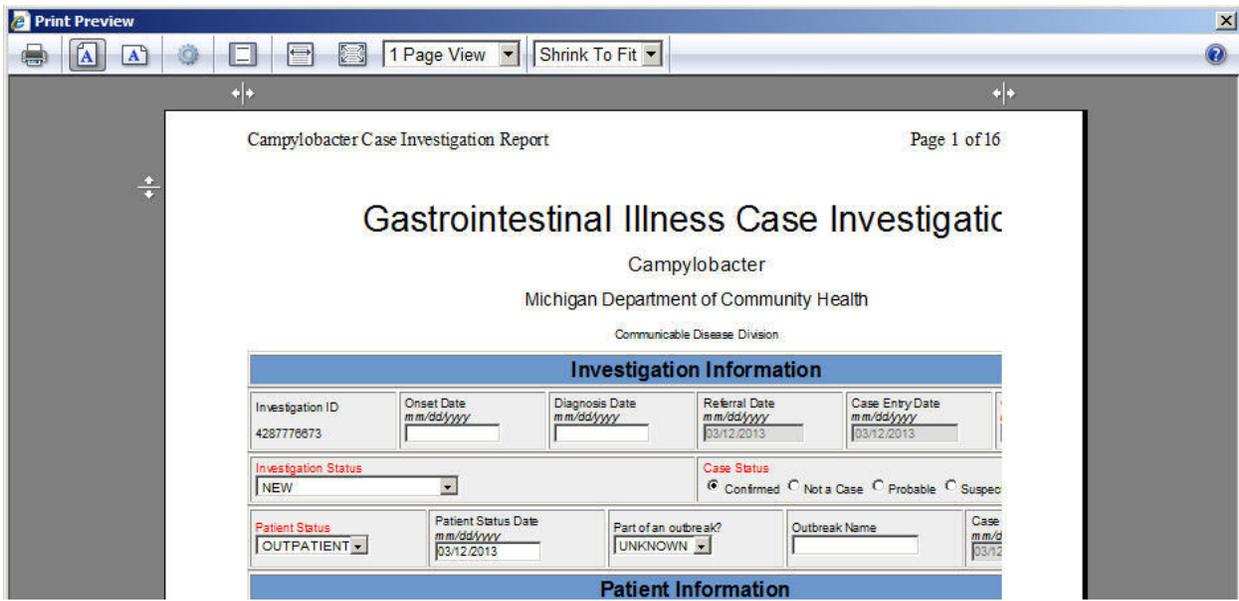
Once in the print preview, click on the settings button and check or uncheck the “Print Background Colors and Images” checkbox depending on the desired results. Click OK to confirm the selection.



Troubleshooting

“Printing cuts off right edge of the page”

When printing a form, the form should automatically resize itself so that the entire width of the form fits within the width of the printed page. If a form is printed and a portion of the right side is missing from the form (see below), use the instructions listed earlier in this document to go into the Print Preview menu and confirm that the “Enable Shrink-to-Fit” option is checked in Page Setup box as shown above in the “Changing the Background Color Settings” section.



“The print button only prints the first page or two.”

This is caused by a known bug in Internet Explorer 8’s printing functionality and does not seem to be universal to those using Internet Explorer 8. The solution is to print from the Print Preview menu. To enter the Print Preview menu, right click on the page and choose Print Preview as described above in the “Changing the Background Color Settings” section.

Other Issues

Users should also make sure that the MDSS page isn’t being viewed in Internet Explorer’s Compatibility Mode. In order to check this, open Internet Explorer and under the Tools menu, choose Compatibility View Settings as shown. Ensure that “state.mi.us” or “sso.state.mi.us” are not listed as a websites that has been added to the Compatibility View list.

If problems persist, contact your local technical support to ensure that your printer drivers are up to date. For any extra assistance, please contact your Regional Epidemiologist (http://www.michigan.gov/documents/MDSS_Support_Resources_87777_7.pdf) or the MDCH Communicable Disease Division.

