Instructions to Print Legal to Letter Size Property Tax Bill

- 1. Once you have located the tax bill you would like to print, either right-click and choose the "Print" option or use the keyboard shortcut "CTRL+P".
- 2. A window similar to the one pictured below should populate. (Please note that this window may differ depending on your printer and version of Windows, or for Mac users.)
 - a. Under "Page Sizing & Handling", choose the "Size" button.
 - b. Select the "Fit" option

Printer: Distance and Proper	ties Advanced Help (2
Copies: 1 Print ir Save ir	i grayscale (black and white) ik/toner (j)
ages to Print	Comments & Forms
) All	Document and Markups 🗸
) Current page	Summarize Comments
○Pages 1-3	
 More Options 	Scale: 76%
○ Selected pages	8.5 x 11 Inches
Odd or Even Pages: All pages in range	
Poster Multiple Bo Fit Fit Fit Shrink oversized pages Shrink oversized pages Custom Scale: 100 % Choose paper source by PDF page size	
Print on both sides of paper	Mittels-
Flip on long edge Flip on short edge	
Orientation:	
Auto portrait/landscape	< >
) Portrait	Page 2 of 3
Landscape	

3. Select "Print".