Printing WiTS Forms

Printing lengthy WiTS forms can be troublesome for users - because of the frames and scroll bars, when you use the ‘Print’ option, only what is visible on the screen is printed.

Following are steps explaining how to print all of the information contained in a WiTS form using the ‘right-click’ button.
1. *Right-click* within the form you would like to print, and then choose ‘Select All’:

2. After confirming that all fields you wish to include in the printed view of the form are highlighted, *right-click* again within the form, and then select ‘Print Preview’:
3. Select ‘1 Page View’, ‘As selected on screen’, & ‘Shrink To Fit’ from dropdown menus.

4. You can use the ‘Header/Footer’ icon to remove the page numbers at the top and the form’s URL at the bottom if you wish:

5. When your form looks the way you would like it to, click on the Print icon in the top left corner: